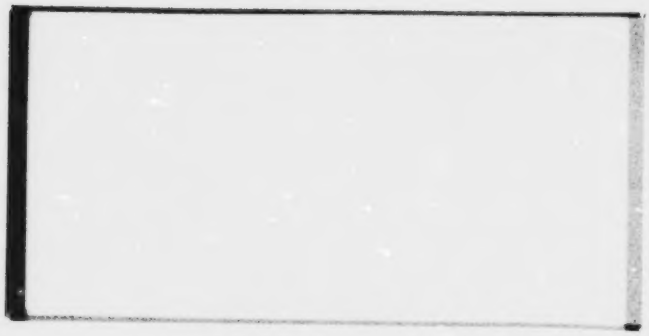
EQUALITY WORKS

The Women's Program

87-01431/



Alberta

PERSONNEL ADMINISTRATION

PERSONNEL ADMINISTRATION

PERSONNEL PLANNING
&
CAREER DEVELOPMENT

WOMEN'S PROGRAM RESOURCE CENTRE

ALBERTA PERSONNEL ADMINISTRATION
PERSONNEL PLANNING AND CAREER DEVELOPMENT
WOMEN'S PROGRAM RESOURCE CENTRE - 1986/87

We are pleased to provide you with our latest edition of the Resource Centre's Inventory. During the past year we have added a considerable amount of material to our Resource Centre, and due to popular demand, expanded greatly in the area of audio-cassette programs.

This inventory is intended to facilitate the access to material from the Centre and as such, reach as many women as possible. Thus, we would suggest that you display this information in an area where it will be visible and easily accessible to all employees.

Enclosed, you will find:

- a brief definition of the Women's Program Resource Centre
- a listing of the books by category
- a summary of the books
- a listing of brochures
- a listing of audio-visual material
- an appendix including a list of our subject files, periodicals and newletters and fact sheets.

THE WOMEN'S PROGRAM RESOURCE CENTRE

In 1983, five years after the creation of the Women's Program, a small Resource Centre was implemented as a means to provide women with useful information on developing their full career potential.

Today, the Women's Program Resource Centre still pursues that goal, but also addresses many other concerns that women might have in regards to their life at work. In addition, the Centre also supplements training programs by offering related resource material for any women eager to further their learning and assists women unable to attend the various courses by providing them with the pertinent books or cassette programs.

- The Centre operates five days a week from 8:15 a.m. to 4:30 p.m., including lunch hour.
- Everyone is welcome to call and/or visit the Centre during these hours.
- Books may be borrowed for a period of two weeks for a maximum of two books at a time.
- Cassette programs may be borrowed for a period of one week for a maximum of one cassette program at a time.

Our address:

Women's Program
c/o Resource Centre
2nd Floor, Kensington Place
10011 - 109 Street
Edmonton, Alberta
T5J 3S8

Telephone: (403) 422-4282

WOMEN'S PROGRAM RESOURCE CENTRE

HISTORY

Shortly after the creation of the Personnel Planning and Career Development Unit in May 1977, the Resource Centre was established (1983) as an extended service of the Women's Program. This Program was to be part of the Alberta Government's commitment "to ensure that all groups of people have the same opportunities for employment or career advancement" and therefore, assist all female employees achieve their full career potential. In the past, the Resource Centre has helped document findings issued from the Women's Program by supplying information. It has since become an indispensable tool in ensuring the development of equal opportunities measures endorsed by the government.

GOALS

To assist all female employees within the Alberta Government to achieve their full career potential, as well as to help them further their personal awareness of current women's issues as they pertain to women in the work force.

OBJECTIVES

Promote the Women's Program goal of "providing relevant resource material on career and training opportunities for women within the Alberta Public Service".

Supplement programs offered to women by the Personnel Planning and Career Development Unit by maintaining and providing additional related material on topic areas covered in the courses.

The Resource Centre is located in the office of the Personnel Planning and Career Development Unit - Women's Program on the Second Floor of Kensington Place, 10011 - 109 Street, Edmonton.

All books listed are available on loan for up to two weeks at a time. Cassette tapes are available for a one week period. The Resource Centre is open from 8:15 to 4:30, Monday through Friday, and you are invited to come and look through our selections at any time during these hours. Because this may not be possible for many people, we also offer a mail-out loan service. Please use the attached form as required by mailing a copy to the Women's Program Resource Center or call 422-4282. Both men and women are encouraged to use these resources.

1. **BOOKS**

The current book selection, by subject category, is included in this section. We are continually adding to this. Your departmental Women's Program Coordinator can advise you of new selections on request, and can also provide you with a brief summary of the content of each one.

2. **CASSETTE TAPES**

We are currently in the process of developing a small library of cassette tapes. The future size of this will depend to a great extent on the amount of usage the tapes receive. A listing of the tapes follows the book inventory.

3. **BROCHURES**

We produce and collect a number of brochures on various topics which will be sent to you on request by phoning the Women's Unit directly at 422-4282. Because many of these brochures are procured from other agencies, the number of copies available may be limited or there may at times be a delay in ordering if they are in high demand. In these cases, we will advise you accordingly.

4. **PUBLICATIONS**

Many agencies and organizations produce publications that fall under the Resource Room categories. Usually the publications are produced in the form of a soft cover handbook. The listed publications are available for viewing within the Resource Center and may be copied upon request.

5. **PERIODICALS**

The Resource Center subscribes to the listed periodicals. Current issues are on display in the Resource Room and back issues are kept on file. Some subscriptions have been cancelled but back issues are kept for research purposes.

6. **NEWSLETTERS**

Many agencies produce newsletters and the Personnel Planning and Career Development Resource Center subscribes to the listed newsletter from these agencies. Copies can be made available on request.

7. **CATALOGUES**

Learning institutions publish catalogues advertising courses and programs that are available within their institution. Many other organizations produce catalogues that list various resources available such as books, film, cassettes and brochures. The listed catalogues are available for reviewing within the Resource Center and information may be copied for personal or research use.

8. **AGENCIES**

The Personnel Planning and Career Development liaises with various agencies throughout Alberta, Canada and the United States. Many of the agencies listed produce pamphlets and resource information. This information is kept on file under agencies in the Resource Center.

9. **SUBJECT FILE**

The subject files are files within the Resource Center that have articles recently written on the listed topics. The articles have been copied from periodicals not available in the Resource Center and extra copies are available upon request.

PERSONNEL ADMINISTRATION
ORGANIZATIONAL DEVELOPMENT/WOMEN'S PROGRAM
REQUEST RESOURCE CENTRE MATERIAL

NAME: _____ DATE: _____

DEPARTMENT: _____ PHONE NO.: _____

ADDRESS: _____

_____

_____

_____

RESOURCE REQUESTS

RESOURCE TITLE

_____

1.) _____ Book Cassette Film Brochure

2.) _____ Book Cassette Film Brochure

3.) _____ Book Cassette Film Brochure

4.) _____ Book Cassette Film Brochure

Maximum of two (2) books to be loaned out at one time for a period of two (2) weeks. Maximum of one (1) cassette program to be loaned out at one time for a period of one (1) week.

If material is not available at the time of your request, you will be placed on a wait list.

SEND TO: Organization Development
Women's Program Resource Centre
2nd Floor, Kensington Place
10011 - 109 Street
Edmonton, Alberta

27/10/86

PC-R53

WOMEN'S PROGRAM RESOURCE CENTRE

SUBJECT CATEGORIES

The subject categories listed below are meant to reflect the activities of the Personnel Planning and Career Development Unit. Most of the subjects are specific modules in the Women's Program training programs and the material is available to anyone with the Alberta Public Service.

CAREER AND FAMILY
CAREER COUNSELLING
CAREER PLANNING
COMMUNICATION SKILLS
EDUCATION
FINANCES
JOB SEARCH ADVICE
MANAGEMENT
ORGANIZATIONAL DYNAMICS
PERSONAL DEVELOPMENT
WOMEN'S ISSUES

RESOURCE CENTRE BOOKS

(By Subject Categories)

CAREER AND FAMILY

BARUCH, GRACE. BARRETT, ROSALIND. RIVERS, CARYL. LIFE PRINTS: NEW PATTERNS OF LOVE AND WORK FOR TODAY'S WOMEN. A PLUME BOOK, ONTARIO, 1983.

BLOTNITZ, SALLY. OTHERWISE ENGAGED: THE PRIVATE LIVES OF SUCCESSFUL CAREER WOMEN. FACTS ON FILE, 1985.

BOSTON WOMEN'S HEALTH BOOK COLLECTIVE. OURSELVES AND OUR CHILDREN: A BOOK BY AND FOR PARENTS. NEW YORK: RANDOM HOUSE, 1978 (2 COPIES).

BOSTON WOMEN'S HEALTH BOOK COLLECTIVE. THE NEW OUR BODIES OURSELVES: A BOOK BY AND FOR WOMEN. NEW YORK: SIMON & SCHUSTER, 1984 (2)

CAMPBELL, ROSS, D.M.D. HOW TO REALLY LOVE YOUR CHILD. SIGNET BOOK, 1977.

CATALDO, MICHAEL. RODGERS, JOANN, ELLISON. RAISING SONS. NEW YORK: SIGNET BOOKS, 1984.

CHAVKIN, WENDY. DOUBLE EXPOSURE. NEW YORK: MONTHLY REVIEW PRESS, 1984

COOPER, CARY L. EXECUTIVE FAMILIES UNDER STRESS: HOW MALE AND FEMALE MANAGERS CAN KEEP THEIR PRESSURES OUT OF THEIR HOMES. PRENTICE HALL, 1981.

CORKILL-BRIGGS, DOROTHY. YOUR CHILD SELF-ESTEEM. DOLPHIN BOOKS, 1975.

FALLOWS, DEBORAH. A MOTHER'S WORK. HOUGHTON, MIFFLIN, 1985

FRANCKE, LINDA BIRD. GROWING UP DIVORCED: HOW TO HELP YOUR CHILD COPE WITH EVERY STAGE FROM INFANCY THROUGH THE TEENS. NEW YORK: BALLANTINE BOOKS, 1983.

GREENBERG, HERBERT M. COPING WITH JOB STRESS: A GUIDE FOR ALL EMPLOYERS AND EMPLOYEES. ENGLEWOOD CLIFFS, NEW JERSEY: PRENTICE - HALL INC. 1980

JUDGE SILBERMANN, ISBELLA. ROYAL COMMISSION REPORT.

KIRSH, SHARON. UNEMPLOYMENT, ITS IMPACT ON BODY AND SOUL. CANADIAN MENTAL HEALTH ASSOCIATION, 1983

LAUERSON, NEILS M.D., STUKANE, EILEEN. LISTEN TO YOUR BODY. NEW YORK: A BERKELEY BOOK. SIMON & SCHUSTER, 1982

LAWMAN, KAYE. OF CRADLES AND CAREERS. NEW YORK: NEW AMERICAN LIBRARY, 1984.

MACHOLOVITZ, MARILYN. INSIDE MOVES: CORPORATE SMARTS FOR WOMEN ON THE WAY UP. BOULDER, COLORADO: CAREER TRACKS, 1984.

MACKOFF, BARBARA. LEAVING THE OFFICE BEHIND. NEW YORK: DELL PUBLISHING, 1984.

MAKAWER, JOEL. OFFICE HAZARDS, HOW YOUR JOB CAN MAKE YOU SICK. WASHINGTON, D.C.: TILDER PRESS, 1981

MAYNARD, FREDELLE. THE CHILD CARE CRISIS: THE REAL COST OF THE DAY CARE FOR YOU AND YOUR CHILD. PENGUIN BOOKS, CANADA LTD., 1985

PROCACCINI, DR. JOSEPH. KIEFABER, MARK W. P.L.U.S. PARENTING. NEW YORK: DOUBLEDAY AND COMPANY INC., 1985.

RUSSELL, ANNE. FITZGIBBONS, PATRICIA. CAREER AND CONFLICT: A WOMAN'S GUIDE TO MAKING LIFE CHOICES. ENGLEWOOD CLIFFS, NEW JERSEY: PRENTICE-HALL INC., 1982.

SCARF, MAGGIE. UNFINISHED BUSINESS. NEW YORK: BALLANTIME BOOKS, 1980

SCHLESINGER, BENJAMIN. THE ONE-PARENT FAMILY IN THE 80'S. PERSPECTIVES AND ANNOTED BIBLIOGRAPHY, 1978-84.

SHIMBERG, ELAINE FANTLE. BEACH, DORE. TWO FOR THE MONEY: A WOMAN'S GUIDE TO A DOUBLE - CAREER MARRIAGE.

STATHAM, JUNE. DAUGHTERS AND SONS. BASIL BLACKWELL, 1986.

TUBERING, DONALD. KICKING YOUR STRESS HABITS. WHOLE PERSONS ASSOCIATED, 1981

WITKIN-LANOIL, GEORGIA. THE FEMALE STRESS SYNDROME: HOW TO RECOGNIZE AND LIVE WITH IT. NEW YORK: NEWMARKET PRESS, 1984.

WHEATLEY,MEG. HIRSH, MARCIE SCHORR. MANAGING YOUR MATERNITY LEAVE. BOSTON: HOUGHTON MIFFLIN, COMPANY, 1983.

CAREER COUNSELLING

FRIEL, THEODORE, PH.D.. CARKHUFF, ROBERT, R. PH.D. THE ART OF DEVELOPING A CAREER. MASSACHUSETTS: HUMAN RESOURCE DEVELOPMENT PRESS, (2)

MAGER, ROBERT. PIPE, PETER. ANALYAZING PERFORMANCE PROBLEMS OR "YOU REALLY OUGHTA WANNA". CALIFORNIA: PITMANS LEARNING. (2)

ROSEN, NED. SUPERVISION: A BEHAVORIAL VIEW. OHIO: GRID INC., 1973

CAREER PLANNING

AMSDEN, ALICE H. ED. THE ECONOMICS OF WOMEN AND WORK. TORONTO: PENGUIN BOOKS, 1980

ANISEF, PAUL. BAICHMAN, ETTA. WHAT JOBS PAY: THE COMPLETE GUIDE TO CAREERS AND SALARIES IN CANADA. EDMONTON: HERTIG PUBLISHERS, 1984

ARCHIBALD, KATHLEEN. SEX AND THE PUBLIC SERVICE. PUBLIC SERVICE CANADA, 1973

ARMSTRONG, PAT. LABOUR PAINS: WOMEN'S WORK IN CRISIS. THE WOMEN'S PRESS, 1984

BUNAN, SANDRA. FIT WORK FOR WOMEN. LONDON, ENGLAND: AUSTRALIAN NATIONAL UNIVERSITY PRESS, 1979

BUTLER, DIANE. FUTURE WORK: WHERE TO FIND TOMORROW'S HIGH TECH JOBS TODAY. NEW YORK, HOLT, RINEHART AND WINSTON, 1984

CALANO, JAMES. SALZMAN, JEFF. REAL WORLD 101. NEW YORK:WARNER BOOKS, 1982.

CANADIAN SECRETARY'S HANDBOOK. ONTARIO: COLLIER MACMILLAN CANADA INC., 1979

CARROLL, MARY BRIDGET. OVERWORKED AND UNDERPAID. NEW YORK: FAWCETT COLUMBINE, 1983.

COOK, GAIL CA.,ED. OPPORTUNITY FOR CHOICES A GOAL FOR WOMEN IN CANADA. STATISTICS CANADA IN ASSOCIATION WITH C.D. HOWE RESEARCH INSTITUTE

CASSEDY, ELLEN. NUSSBAUM, KAREN. 9 TO 5, THE WORKING WOMAN'S GUIDE TO OFFICE SURVIVAL. NEW YORK: PENGUIN BOOKS, 1983

CATALYST STAFF. UPWARD MOBILITY. NEW YORK: HOLT, RINEHART & WINSTON, 1981

COLANTOUNO, SUSAN, L. BUILD YOUR CAREER. AMHERST MASSACHUSETTS: HUMAN RESOURCES DEVELOPMENT PRESS, 1982

COLLINS, NANCY W. PROFESSIONAL WOMEN AND THEIR MENTORS. A SPECTRUM BOOK, 1983

DAVIDSON, CATHERINE V.. TIPPET, GLEN L. A CAREER PLANNING GUIDE OTTAWA CANADIAN GOVERNMENT PUBLISHING CENTRE, 1977

FEINGOLD, DR. S., NOMAN. NICHOLSON, AVIS. A WOMAN'S GUIDE: GETTING AHEAD TO CAREER SUCCESS. WASHINGTON D.C.:COLORTONE PRESS, 1983

GARFIELD SCHWARTZ, GAIL. NEIKIRK, WILLIAM. THE WORK REVOLUTION. RAWSON ASSOCIATES, 1983

GERSON, KATHLEEN. HARD CHOICES: HOW WOMEN DECIDE ABOUT WORK, CAREER AND MOTHERHOOD. LOS ANGELS: UNIVERSITY OF CALIFORNIA PRESS, 1985.

GOLBERG, JOAN RACHEL. HIGH TECH CAREER STRATEGIES FOR WOMEN. MACMILLAN PUBLISHING, 1984

GRAY, BONNIE. LOEFFLER, DOROTHY. KING-COPPER, ROBIN. EVERY WOMAN WORKS. LIFETIME LEARNING PUBLICATIONS, 1982

HALCOMB, RUTH. WOMEN MAKING IT, PATTERNS AND PROFILES OF SUCCESS. NEW YORK: ATHENUM, 1979

HARRAGAN, BETTY LEHAN. GAMES MOTHER NEVER TAUGHT YOU, CORPORATE GAMESMANSHIP FOR WOMEN NEW YORK: WARNER BOOKS, 1977

HARRAGAN, BETTY LEHAN. KNOWING THE SCORE, PLAY BY PLAY DIRECTIONS FOR WOMEN ON THE JOB. NEW YORK: ST. MARTIN'S PRESS, 1983

HUWS, URSULA. YOUR JOB IN THE EIGHTIES. GREAT BRITAIN: PLUTO PRESS, 1982

HYATT, CAROLE. WOMEN AND WORK, HONEST ANSWERS TO REAL QUESTIONS. NEW YORK: WARNERS BOOKS INC, 1980

JOSEFOWITZ, NATASHA. PATHS TO POWER, A WOMAN'S GUIDE FROM FIRST JOB TO TOP EXECUTIVE. DON MILLS, ONTARIO: ADDISON-WESLEY PUBLISHING COMPANY, 1980 (2)

LABELLA, ARLENE. LEACH, DOLORES. PERSONAL POWER: THE GUIDE TO POWER FOR TODAY'S WORKING WOMAN. NEW VIEW PRESS, 1983

LANDAU, SUZANNE. BAILEY, GEOFFREY. THE LANDAU STRATEGY, HOW WORKING WOMEN WIN TOP JOBS. TORONTO SEAL BOOKS, MCCELLAND AND STEWART BANTAM LIMITED, 1980

LARAUCHE, JANICE. RYAN, REGINA. STRATEGIES FOR WOMEN AT WORK. AVON BOOKS, 1984

LEE, NANCY. TARGETING THE TOP. NEW YORK: BALLANTINE BOOKS, 1980

LEWENHAK, SHEILA. WOMEN AND WORK. GREAT BRITAIN, FONTANA PAPERBACKS, 1980

MARKEL, RUTH. ROOM AT THE TOP: A WOMAN'S GUIDE TO MOVING UP IN BUSINESS. ONTARIO: PENGUIN BOOKS, 1985.

OLMSTEAD, BARNEY. SMITH, SUZANNE. THE JOB SHARING HANDBOOK. PENGUIN BOOKS, 1983

PASK MAHONEY, BROWN. WOMEN, THE LAW AND THE ECONOMY. BUTTERWORTHS TORONTO, 1985

PELLETIER, JACQUELINE ED. THE WOMEN AND TECHNOLOGY COMMITTEE. REPORT ON THE CONFERENCE: THE FUTURE IS NOW, WOMEN AND THE IMPACT OF MICROTECHNOLOGY. WOMEN AND TECHNOLOGY COMMITTEE, 1983

PHILLIPS, PAUL. PHILLIPS, ERIN. WOMEN AND WORK: INEQUALITY IN THE LABOUR MARKET. JAMES LORIMER AND CO. TORONTO, 1983

PINKSTAFF, ARTHUR. WILKINSON, MARLENE. BELL, ANNA. WOMEN AT WORK: OVERCOMING THE OBSTACLES. ADDISON WESLEY PUBLISHING, 1979

SCOTT-WELCH, MARY. NETWORKING. NEW YORK: WARNER BOOKS INC., 1980

WILLIAMS, MARCILLE GRAY. THE NEW EXECUTIVE WOMAN: A GUIDE TO BUSINESS SUCCESS. SCARBOROUGH, ONTARIO: MENTOR/THE NEW AMERICAN LIBRARY OF CANADA LTD., 1979

WORKING WOMAN MAGAZINE EDITORS. THE WORKING WOMAN SUCCESS BOOK. NEW YORK: HAL PUBLICATIONS. INC., 1981

COMMUNICATION SKILLS

ALLEN-BURLEY, MADELYN. MANAGING ASSERTIVELY: HOW TO IMPROVE YOUR PEOPLE SKILLS. NEW YORK: WILEY PRESS, 1983.

BLOOM, LYN. COBURN, KAREN. PEARLMAN, JOAN. THE NEW ASSERTIVE WOMEN. NEW YORK: DELL PUBLISHING COMPANY, 1975

BOWER, SHARON ANTHONY. BOWER, GORDON. ASSERTING YOURSELF. MASSACHUCETTS: ADDISON-WESLEY PUBLISHING CO., 1976.

BUTLER, PAMELA. SELF ASSERTION FOR WOMEN. SAN FRANCISCO: HARPER AND ROW PUBLISHING CO., 1981

NAISBITT, JOHN. MEGATRENDS. NEW YORK: WARNER BOOKS, 1982

PHELPS, STANLEY. AUSTIN, NANCY. THE ASSERTIVE WOMAN. CALIFORNIA: FIFTEENTH PRINTING, IMPACT PUBLISHERS, 1984.

TAUBMAN, BRYNA. HOW TO BECOME AN ASSERTIVE WOMAN. NEW YORK: POCKET BOOK SIMON AND SCHUSTER, 1976

TURK, CHRISTOPHER. EFFECTIVE SPEAKING. METHUEN COMPANY, 1985.

ZUCKER, ELAINE. MASTERING ASSERTIVENESS SKILLS:POWER AND POSITIVE INFLUENCE AT WORK. AMACON, 1983

EDUCATION

ALBERTA MANPOWER. DISTANCE EDUCATION - CANADIAN COURSES BY CORRESPONDANCE. 1983

FOX, DAVID. THE RESEARCH PROCESS IN EDUCATION. HOLT RINEHART AND WINSTON, 1969

SCARF, DIANA. HAIT, PAM. STUDYING SMART. NEW YORK: BARNES AND MOBLE BOOKS, 1985.

FINANCES

BLOCK, ELIZABETH. A WOMAN'S GUIDE TO CREDIT. NEW YORK: ACE BOOKS, 1982.

LUMB, FRED A. WHAT EVERY WOMAN SHOULD KNOW ABOUT FINANCES. NEW YORK: BERKELEY BOOKS, 1978

PHILLIPS, CAROLE. THE MONEY WORKBOOK FOR WOMEN. NEW YORK: ARBOR HOUSE, 1982

SCHLAYER, MARY ELIZABETH. COOLEY, MARILYN H. HOW TO BE A FINANCIALLY SECURE WOMAN. NEW YORK: BALLANTINE BOOKS, 1978

SHAPIRO, JEAN. ON YOUR OWN. A PRACTICAL GUIDE TO INDEPENDENT LIVING. PANDORA PRESS, 1985

TOWNSON, MONICA. STAPENHURST, FREDERICK. THE CANADIAN WOMAN'S GUIDE TO MONEY. TORONTO: MCGRAW-HILL RYERSAN LIMITED, 1982

WESTFALL, DAVID. EVERY WOMAN'S GUIDE TO FINANCIAL PLANNING. NEW YORK: BASIC BOOKS, INC. PUBLISHERS, 1984.

WYLIE, BETTY JANE. MACFARLANE, LYNNE. EVERY WOMAN'S MONEY BOOK. TORONTO: MCGRAW-HILL RYERSAN LIMITED, 1982

JOB SEARCH ADVICE

ANGEL, JUVENAL L. EFFECTIVE RESUMES FOR EXECUTIVES AND SPECIALIZED PERSONNEL. TORONTO: MONARCH PRESS, A DIVISION OF SIMON AND SCHUSTER, 1986

ASHLEY, SALLY. CONNECTING: A HANDBOOK FOR HOUSEWIVES RETURNING TO PAID WORK. NEW YORK: AVON BOOKS, 1982 (2)

BOLL, CARL R. EXECUTIVE JOBS UNLIMITED. NEW YORK: MACMILLAN PUBLISHING CO. INC, 1979

BOLLES, RICHARD. CRYSTAL, JOHN. WHERE DO I GO FROM HERE WITH MY LIFE? CALIFORNIA: TEN SPEED PRESS, 1974.

BOLLES, NELSON RICHARD. WHAT COLOR IS YOUR PARACHUTE. CALIFORNIA: TEN SPEED PRESS, 1982.

BOSTWICK, BURDETTE E. HOW TO FIND THE JOB YOU'VE ALWAYS WANTED. TORONTO: JOHN WILEY AND SONS, 1980

BOSTWICK, BURDETTE E. III TECHNIQUES AND STRATEGIES FOR GETTING THE JOB INTERVIEW. NEW YORK: JOHN WILEY AND SONS, 1981

CARKHUFF, ROBERT R. GET A JOB. AMHERST, MASSACHUSETTS: HUMAN RESOURCE DEVELOPMENT PRESS, 1975

CATALYST STAFF. MAKING THE MOST OF YOUR FIRST JOB: AN INDISPENSABLE GUIDE FOR BEGINNERS IN THE BUSINESS WORLD. NEW YORK: BALLANTINE BOOKS, 1981

CATALYST STAFF. MARKETING YOURSELF: THE CATALYST WOMEN'S GUIDE TO SUCCESSFUL RESUMES AND INTERVIEWS. NEW YORK: BANTAM, 1980

CATALYST STAFF. RESUME PREPARATION MANUAL, A STEP BY STEP GUIDE FOR WOMEN. NEW YORK: CATALYST, 1980

CATALYST STAFF. WHEN CAN YOU START? THE COMPLETE JOB SEARCH GUIDE FOR WOMEN. NEW YORK: MACMILLAN, 1982

ECONOMIC COUNCIL OF CANADA. IN SHORT SUPPLY JOBS AND SKILLS IN THE 80'S. OTTAWA: CANADIAN GOVERMENT PUBLISHING CENTRE, 1982

FOORD, JANIS. GET TO WORK. TORONTON: MCCLELLAND AND STEWART PUBLISHERS, 1985.

JACKSON, TOM. THE PERFECT RESUME. TORONTO: ANCHOR PRESS/DOUBLEDAY, 1981

JACKSON, TOM. GUERRILLA TACTICS IN THE JOB MARKET. NEW YORK: BANTAM BOOKS, 1978.

MAY, VIRGINIA. FINDING MY OWN WAY HANDBOOK PROGRAMS. ALBERTA EDUCATIONAL COMMUNICATIONS CORPORATION, ACCESS

1-8 (2)
9-15 (2)
16-22 (2)

REED, JEAN ED. RESUMES THAT GET JOBS. NEW YORK: ARCO PUBLISHING INC., 1980

RUST, LEE. JOB SEARCH: THE COMPLETE MANUAL FOR JOB SECTORS. NEW YORK: AMACOM, 1979.

SCHMIDT, PEGGY J. MAKING IT ON YOUR FIRST JOB. NEW YORK: AVON PUBLISHERS OF BARD, 1981.

MANAGEMENT

ALBRECHT, KARL. ORGANIZATION DEVELOPMENT. PRENTICE HALL, 1983

ANTHONY, WILLIAM P. MANAGING YOUR BOSS. NEW YORK: AMERICAN MANAGEMENT ASSOCIATIONS, 1983

BASSETT, ISABEL. THE BASSET REPORT. CAREER SUCCESS AND CANADIAN WOMEN. COLLINS PUBLISHERS, 1985 (2)

BENNIS, WARREN. NANUS, BURT. LEADERS: THE STRATEGIES FOR TAKING CHARGE. NEW YORK: HARPER & ROW PUBLISHERS, 1985 (2)

BRAMSON, ROBERT M. COPING WITH DIFFICULT PEOPLE IN BUSINESS AND IN LIFE. NEW YORK: BALLANTINE BOOKS, 1981

BROWN, ARNOLD. WEINER, EDITH. SUPERMANAGING: HOW TO HARNESS CHANGE FOR PERSONAL AND ORGANIZATIONAL SUCCESS. MCGRAW-HILL, NEW YORK, 1984

DALE, ERNEST. MICHELON, L.C. MODERN MANAGEMENT METHODS. HARMONDSWORTH, MIDDLESEX, ENGLAND: PENGUIN BOOKS, 1966

DONALDSON, LES. SCANELL, EDWARD. HUMAN RESOURCE DEVELOPMENT: THE NEW TRAINERS GUIDE. ADDISON-WESLEY PUBLISHING COMPANY, 1985

DRUCKER, PETER F. THE EFFECTIVE EXECUTIVE. HARPER COLOPHON BOOKS, 1985

DRUCKER, PETER. THE CHANGING WORLD OF THE EXECUTIVE. NEW YORK: TIMES BOOKS, 1982.

DRUCKER, PETER. THE PRACTICE OF MANAGEMENT. NEW YORK: HARPER AND ROW PUBLISHERS, 1984.

DRUCKER, PETER. MANAGING IN TURBULENT TIMES. NEW YORK: HARPER AND ROW PUBLISHERS, 1980.

DRUCKER, PETER. MANAGING FOR RESULTS. NEW YORK: HARPER AND ROW PUBLISHERS, 1964.

DRUCKER, PETER. MANAGEMENT, TASK, RESPONSABILITIES, PRACTICE. NEW YORK: HARPER AND ROW PUBLISHERS, 1973.

EMPLOYMENT & IMMIGRATION CANADA. AFFIRMATIVE ACTION: TECHNICAL TRAINING MANUAL. MINISTER OF SUPPLY & SERVICES CANADA, 1984

FRANCIS, DAVE. YOUNG, DON. IMPROVING WORK GROUPS: A PRACTICAL MANUAL FOR TEAM BUILDING. UNIVERSITY ASSOCIATES, 1979

GORDON, THOMAS. LEADER EFFECTIVENESS TRAINING: ESSENTIAL MANAGEMENT TOOLS FOR SUCCESSFUL LEADERS. UNITED STATES: BANTAM BOOKS, 1980

HANDY, CHARLES B. UNDERSTANDING ORGANIZATIONS. MARKHAM, ONTARIO: PENIGUIM BOOKS LTD., 1981

HULTMAN, KEN. THE PATH OF LEAST RESISTANCE: PREPARING EMPLOYEES FOR CHANGE. TEXAS: LEARNING CONCEPTS, 1979

JONGEWARD, DOROTHY. SCOTT, DRU. AFFIRMATIVE ACTION FOR WOMEN: A PRACTICAL GUIDE FOR WOMEN AND MANAGEMENT. MILLS, ONTARIO: ADDISON-WESLEY PUBLISHING COMPANY, 1979

JOSEFOWITZ, NATASHA. YOU'RE THE BOSS! A GUIDE TO MANAGING PEOPLE WITH UNDERSTANDING AND EFFECTIVENESS. NEW YORK: WARNER BOOKS, 1985

KANTER, ROSABETH MOSS. MEN AND WOMEN OF THE CORPORATION. NEW YORK: BASIC BOOKS INC., 1977

KANTER, ROSABETH MOSS. THE CHANGE MASTERS. NEW YORK: SIMON AND SCHUSTER, 1983 (2)

KELLY, JOHN G. HUMAN RESOURCE MANAGEMENT AND THE HUMAN RIGHTS PROCESS. CCH CANADIAN LIMITED, 1985

KELLY, JOHN. EQUAL OPPORTUNITY MANAGEMENT: UNDERSTANDING AFFIRMATIVE ACTION AND EMPLOYMENT EQUITY. ONTARIO: CCH CANADIAN LIMITED, 1986.

LEE, MARY DEAN. MEYER, HERBERT. MOVING WOMEN INTO "MALE JOBS": SUCCESSES AND FAILURES IN TEN COMPANIES. MANAGEMENT RESOURCES INC., 1978

MORGAN, MARILYN ED. MANAGING CAREER DEVELOPMENT. NEW YORK: VAN NOSTRAND, REINHOLD COMPANY, 1980

NAISBITT, JOHN. ABURDENE, PATRICIA. RE-INVENTING THE CORPORATION. WARNER BOOKS, 1985

NIERENBERG, JULIET. WOMEN AND THE ART OF NEGOCIATING. NEW YORK: SIMON AND SCHUSTER INC., 1985

OUCHE, WILLIAM G. THEORY Z: HOW AMERICAN BUSINESS CAN MEET THE JAPANESE CHALLENGE. NEW YORK: AVON BOOKS, 1982

PETERS, TOM. AUSTIN, NANCY. A PASSION FOR EXCELLENCE. NEW YORK:RANDOM HOUSE, 1985.

PORTER, LAWRENCE ED. READING BOOK FOR HUMAN RELATIONS TRAINING. ARLINGTON, VA.: N.T.L. INSTITUTE, 1982

ROSSMAN, MARGE. WHEN THE HEADHUNTER CALLS: A GUIDE FOR WOMEN IN MANAGEMENT. CHICAGO, ILLINOIS: CONTEMPORY BOOKS INC. 1981

SARGENT, ALICE. THE ANDROGYNOUS MANAGER. NEW YORK: A DIVISION OF AMERICAN MANAGEMENT ASSOCIATIONS, 1981

WATERMAN, ROBERT. PETERS, THOMAS. IN SEARCH OF EXCELLENCE. NEW YORK: WARNER BOOKS, 1984.

ORGANIZATIONAL DYNAMICS

BEREZOWSKY, JOYCE. ORGANIZING BUSINESS MEETINGS. EDMONTON, ALBERTA: FALKEN PUBLISHING, 1983

HALL, DOUGLAS. CAREERS IN ORGANIZATIONS. GLENVIEW, ILLINOIS: SCOTT, FORESMAN AND COMPANY, 1976.

JENNING, LUCY MAE. FEDORUK, BLANCHE. SECRETARIAL AND GENERAL OFFICE PROCEDURES. SCARBOROUGH, ONTARIO: PRENTICE HALL

JOHNS, GARY. ORGANIZATIONAL BEHAVIOR: UNDERSTANDING LIFE AT WORK. GLENVIEW, ILLINOIS: SCOTT, FORESMAN AND COMPANY, GLENVIEW, ILLINOIS, 1946.

KENNEDY, MARILYN MOATS. OFFICE POLITICS. CHICAGO: WARNER BOOKS, 1980

PERSONAL DEVELOPMENT

BIXLER, SUSAN. THE PROFESSIONAL IMAGE. GENERAL PUBLISHING COMPANY LIMITED, 1984

BRIDGES, WILLIAM. TRANSITIONS: MAKING SENSE OF LIFE'S CHANGES. ADDISON WESLEY PUBLISHING, 1980

CHO, EMILY. GROUVER, LINDA. LOOKING TERRIFIC: EXPRESS YOURSELF THROUGH THE LANGUAGE OF CLOTHING. NEW YORK: BALLANTINE BOOKS, 1978

DRANO, LINDA SILVER. EVERY WOMAN'S GUIDE TO THE LAW. FITZKENNY AND WHITESIDE, TORONTO, 1985.

ELLIS, ALBERT PH.D. KNAUS, WILLIAM J. ED.D. OVERCOMING PROCRASTINATION. NEW YORK: SIGNET BOOKS, 1977

GAWAIN, SHAKTI. CREATIVE VISUALIZATION. BANTAM BOOKS, 1982

GOULD, ROGER L. MD. TRANSFORMATIONS: GROWTH AND CHANGE IN ADULT LIFE. NEW YORK: SIMON AND SCHUSTER, 1978

JONGEWARD, DOROTHY. SCOTT, DRU. WOMEN AS WINNERS. ADDISON WESLEY PUBLISHING, 1984

JOSEFOWITZ, NATASHA. IS THIS WHERE I WAS GOING. NEW YORK: WARNER BOOKS, 1983

KEIRSY, DAVID. BATES, MARILYN. PLEASE UNDERSTAND ME: CHARACTER AND TEMPERAMENT TYPES. PROMETHEUS NEMESIS BOOK COMPANY, 1984

QUBEIN, NIDO. GET THE BEST FROM YOURSELF. PRENTICE-HALL PUBLISHERS, 1983.

LAKEIN, ALAN. HOW TO GET CONTROL OF YOUR TIME AND YOUR LIFE. NEW YORK: SIGNET BOOK, NEW AMERICAN LIBRARY, 1973.

MASTACH, CHRISTINE. BURNOUT - THE COST OF CARING. PRENTICE-HALL, NEW JERSEY, 1982.

MOLLOY, JOHN T. THE WOMAN'S DRESS FOR SUCCESS BOOK. NEW YORK: WARNER BOOKS, 1979

NIERENBERG, GERALD I. THE ART OF CREATIVE THINKING. CORNESTONE LIBRARY, 1982

SHAEVITZ, HANSEN, MARJORIE. THE SUPERWOMAN SYNDROME. NEW YORK: WARNER BOOKS, 1984.

SHER, BARBARA. GOTTLIDO, ANNIE. WISHCRAFT: HOW TO GET WHAT YOU REALLY WANT. BALLANTINE BOOKS, 1983

SILCOX, DIANA. MOORE, MARY ELLEN. WOMAN TIME PERSONAL TIME MANAGEMENT FOR WOMEN ONLY. NEW YORK: PLAYBOY PAPERBACKS, 1980

TSCHIRHANT-SANFORD, LINDA. DONAVAN, MARY ELLEN. WOMEN AND SELF-ESTEEM: UNDERSTANDING AND IMPROVING THE WAY WE THINK AND FEEL ABOUT OURSELVES. NEW YORK: ANCHOR PRESS/DOUBLEDAY, 1984

WOMEN'S ISSUES

ARMSTRONG, PAT. ARMSTRONG, HUGH. THE DOUBLE GHETTO: CANADIAN WOMEN AND THEIR SEGREGATED WORK. McCLELAND AND STEWART LTD., 1982

ARMSTRONG, PAT. ARMSTRONG, HUGH. A WORKING MAJORITY: WHAT WOMEN MUST DO FOR PAY. OTTAWA: CANADIAN GOVERNMENT PUBLISHING CENTRE, 1983

BEERE, CAROLE A. WOMEN AND WOMEN'S ISSUES: A HANDBOOK OF TESTS AND MEASURE. SAN FRANCISCO: JOSSEY-BASS, INC., 1979

BROWN, DEE. THE GENTLE TAMERS: WOMEN OF THE OLD WEST. LINCOLN, NEBRASKA: UNIVERSITY OF NEBRASKA PRESS, 1958

BROWNMILLER, SUSAN. FEMININITY. NEW YORK: LINDEN PRESS/SIMON AND SCHUSTER, 1984

CANADIAN BROADCASTING CORPORATION. WOMEN IN THE CBC: REPORT OF THE CBC TASK FORCE ON THE STATUS OF WOMEN. 1975 (2 - FRENCH AND ENGLISH)

CARNEY, CLARKE G. McMAHON, SARAH LYNNE. EXPLORING CONTEMPORARY MALE/FEMALE ROLES. UNITED STATES, UNIVERSITY ASSOCIATES, INC., 1977

DANDSON, EVELYN. WHO'S WHO OF CANADIAN WOMEN. TRANSCANADA PRESS, SECOND EDITION, 1984-85

DAVISON, JANE. THE FALL OF A DOLL'S HOUSE. NEW YORK: AVON BOOKS, 1980

DINNERSTEIN, DOROTHY. THE MERMAID AND THE MINOTAUR. NEW YORK: HARPER AND ROW PUBLISHERS, 1976

DOERR, AUDREY. CARRIER, MICHELINE. WOMEN AND THE CONSTITUTION. HULL, QUEBEC: CANADIAN GOVERNMENT PUBLISHING CENTRE, 1981

DOWLING, COLETTE. THE CINDERELLA COMPLEX: WOMEN'S HIDDEN FEAR OF INDEPENDENCE. POCKET BOOKS, 1981

EICHENBAUM, LUISE. ORBACH, SUSIE. UNDERSTANDING WOMEN: A FEMINIST PSYCHOANALYSTIC APPROACH. NEW YORK: BASIC BOOKS INC., 1983

FARLEY, LIN. SEXUAL SHAKEDOWN: THE SEXUAL HARASSMENT OF WOMEN ON THE JOB. NEW YORK: WARNER BOOKS, 1978

FITZGERALD, MAUREEN. GUBERMAN, CONNIE. WOLFE, MARGIE ED. STILL AIN'T SATISFIED CANADIAN FEMINISM TODAY. TORONTO, ONTARIO: THE WOMEN'S PRESS, 1982

FOWLER, MARION. THE EMBROIDERED TENT, FIVE GENTLE WOMEN IN EARLY CANADA. TORONTO, ONTARIO: HOUSE OF ANANSI PRESS LIMITED, 1982

FRIEDAN, BETTY. THE SECOND STAGE. NEW YORK: SUMMIT BOOKS, 1981

FRIEDMAN, SONYA. MEN ARE JUST DESSERTS. NEW YORK: WARNER BOOKS, 1983

FRIEDMAN, SONYA. SMART COOKIES DON'T CRUMBLE. NEW YORK: WARNER BOOKS, 1985.

GILLIGAN, CAROL. IN A DIFFERENT VOICE. CAMBRIDGE, MASSACHUSETTS: HARVARD UNIVERSITY PRESS, 1982

GORNICK, VIVIAN. MORAN, BARBARA K. ED. WOMEN IN THE SEXIST SOCIETY, STUDIES IN POWER AND POWERLESSNESS. NEW YORK: BASIC BOOKS INC., 1971

GREER, GERMAINE. SEX AND DESTINY: THE POLITICS OF HUMAN FERTILITY. TORONTO: STODDARD PUBLISHING, 1984

HRDY, SARAH BLAFFER. THE WOMAN THAT NEVER EVOLVED. CAMBRIDGE, MASSACHUSETTS: HARVARD UNIVERSITY PRESS, 1981

KEETON, KATHY. WOMAN OF TOMORROW. NEW YORK: ST. MARTIN'S/MAREK, 1985

KOLBENSCHLAG, MADONNA. KISS SLEEPING BEAUTY GOODBYE. NEW YORK: BANTAM BOOKS, 1979

KOME, PENNY. THE TAKING OF TWENTY EIGHT, WOMEN CHALLENGE THE CONSTITUTION. TORONTO, ONTARIO: THE WOMEN'S PRESS, 1983

KORDA, MICHEAL. MALE CHAUVINISM! HOW IT WORKS. NEW YORK: BALLANTINE BOOKS, 1973

KROKER, ARTHUR MARI LOUISE. FEMINISM NOW: THEORY AND PRACTICE. MONTREAL: CULTURE TEXTS PERSPECTIVES, 1985

LANDSBERG, MICHELE. WOMEN AND CHILDREN FIRST. MARKHAM, ONTARIO: PENGUIN BOOKS, 1982

LILIJESTROM, RITA. ROLE IN TRANSITION, REPORT OF AN INVESTIGATION MADE FOR THE ADVISORY COUNCIL ON EQUALITY BETWEEN MEN AND WOMEN. STOCKHOLM, SWEDEN: 1978

MATTHEWS, GWYNETH FERGUSON. VOICES FROM THE SHADOWS: WOMEN WITH DISABILITIES SPEAK OUT. TORONTO, ONTARIO: WOMEN'S EDUCATIONAL PRESS, 1983

MILES, ANGELA. FEMINIST RADICALISM. MONTREAL: CULTURE TEXTS, 1985

MORGAN, ROBIN. THE ANATOMY OF FREEDOM. GARDEN CITY, NEW YORK: ANCHOR PRESS/DOUBLEDAY, 1982

NEVITT, NEIL. KORBERG, ALLEN. MINORITIES AND THE CANADIAN STATE. OAKVILLE, ONTARIO: MOSAIC PRESS, 1985

NICKELS, ELIZABETH. ASHCRAFT, LAURA. THE COMING PATRIARCHY. NEW YORK: BERKELEY BOOKS, 1981

RICHARDS, JANET RADCLIFFE. THE SCEPTICAL FEMINIST. MIDDLESEX, ENGLAND: PENGUIN BOOKS LTD., 1980

ROSEN, BENSON. BECOMING AWARE. NEW YORK: SCIENCE RESEARCH ASSOCIATES INC., 1976

SCHAEF, ANNE WILSON. WOMEN'S REALITY: AN EMERGING FEMALE SYSTEM IN THE WHITE MALE SOCIETY. WINSTON PRESS INC., 1981

SHAINESS, NATALIE. SWEET SUFFERING: WOMEN AS VICTIMS. A WALLEBY BOOK, 1984

SHAPIRO, EVELYN. SHAPIRO, BARRY M. THE WOMEN SAY THE MEN SAY, WOMEN'S LIBERATION AND MEN'S CONSCIOUSNESS ISSUES IN POLITICS, WORK, FAMILY, SEXUALITY, AND POWER. NEW YORK: DELL PUBLISHING CO., INC., 1979

SHEEHY, GAIL. PATHFINDERS. NEW YORK: BANTAM BOOKS, 1981

SORRELS, BOBBYE D. THE NONSEXIST COMMUNICATOR. ENGLEWOOD CLIFFS, NEW JERSEY: PRENTICE HALL INC., 1983

SPENDER, DALE. MAN MADE LANGUAGE. LONDON: ROUTLEDGE AND KEGANPAUL, 1983

STANFORD, BARBARA ED. ON BEING FEMALE. NEW YORK: WASHINGTON SQUARE PRESS POCKET BOOKS, 1974

STEINEM, GLORIA. OUTRAGEOUS ACTS AND EVERYDAY REBELLIONS. SWEDEN: THE SWEDISH INSTITUTE, 1983

WHITE, JULIE. WOMEN AND UNIONS. HULL, QUEBEC: CANADIAN GOVERNMENT PUBLISHING CENTRE, 1980

WISTRAND, BIRGITTA. SWEDISH WOMEN ON THE MOVE. STOCKHOLM, SWEDEN: THE SWEDISH INSTITUTE, 1981

RESOURCE CENTRE CASSETTE TAPES

2005: A CHILD'S ODYSSEY
How parents build high self-esteem in children

Waitley, Denis

6 Cassettes

The objectives of this program are to provide insights and navigation aids to help your children develop their senses of belonging, identification, worthiness and control and to help you understand how to build your own self esteem.

Topics covered:
The incredible journey into yourself.
The four faces of self-esteem.
The mask of low self-esteem.
How parents' self-esteem affect children.
How to build children's self-esteem.
Do's and dont's of discipline.
Television's impact on children.
Creativity in the space age.
How to motivate a winner.

ASSERT YOURSELF AND GET THE RESULTS YOU WANT

Zuker, Elaina

2 Cassettes

Author of "Mastering Assertiveness Skills: Power and Positive Influence at Work", E. Zuker explores the meaning of assertiveness, the three types of behaviour: non-assertiveness, aggressivity, assertiveness, how they look and sound alike and how you can determine when you or another person is acting in one of the styles. The author also examines why people adopt such behaviours and what their feelings are likely to be.

CREATIVE THINKING

Vance, Mike

6 Cassettes

Topics covered:
Creativity and the Life Cycle
Maintaining the Life Cycle
Avoiding Attitudes that Block Creativity
Removing Obstacles to Creativity
Cultivating Creativity
Tools for Creativity
The Story Board and Creative Thinking Session
Conducting a Creative Thinking Session
Creativity and Values
Management by Values
Creativity and Leadership
Leadership: State of the Art

Creative Thinking is more than just a "How to be more creative" program. Making ideas reality-going beyond the dream - it offers you a comprehensive creative philosophy that has been tested and proved on the firing line in hundreds of organizations, large and small. Challenging old approaches, it sets new standards for a more dynamic, creative environment... for making "good/bad", "right/wrong" value judgements... and for establishing a total communications system with your associates that works.

FIRST IMPRESSIONS

Elsea Janet

1 Cassette

Elsea outlines an approach to making good first impressions. She discusses four principles that an individual may assess. These are

1) What do I look like in new interactions?
2) What do I sound like?
3) What do I say?
4) How well do I listen?

The author elaborates on how to do this assessment, as well as how the various impressions can be created.

GETTING THINGS DONE: STRATEGIES YOU CAN USE IMMEDIATELY TO SAVE TIME AND ACHIEVE MORE EVERY DAY

Bliss, Ed

4 Cassettes

Getting Things Done will help you accomplish your daily priorities and reach lifetime goals. The author uses his experience as a consultant for major corporations, to teach you how to increase your control over your life, your work, your staff and your career. The program also offers you information on how to set achievable goals by teaching you new skills and tools and tricks that will increase your hour - by - hour output.

GO FOR IT! HOW TO WIN AT LOVE, WORK AND PLAY 1984

Kassorla, Irene C. (Dr.)

1 Cassette

This program provides highlights on how to:

1) Choose winning over losing behaviours.
2) Present yourself positively and have more fun.
3) Be that authentic, original you.
4) Change losing patterns to winning patterns.

HOW TO RELIEVE YOUR STRESS

Crain, Sharon (Dr.)

3 Cassettes

Based on her extensive experience of stress reduction skills, Sharon Gain will teach you how to reduce your stress level. The program is designed to teach the skills necessary to invoke a ten second composure intervention response at will. The series of five steps that you'll learn by practicing the exercises suggested in this program are as follows: the stress process, how to release muscle tension, how to release internal tension, release anxious thoughts, how to build a non- stressful self-image, and densitize yourself to past emotional events.

IMAGE AND SELF-PROJECTION FOR TODAY'S WOMAN IN BUSINESS GOVERNMENT AND THE PROFESSIONS

White, Julie

4 Cassettes

Topics covered:
How to develop an effective professional "style".
How to project credibility and authority.
How to deal with conflict and male dominated situations, etc.

This is the cassette version of the most popular woman's workshop in America. This program is directed specifically to the professional woman, and it addresses the special set of image and self-projection problems you face on the job every day. It will help you discover the secrets behind the "professional style" and personal power of today's most successful women.

IN SEARCH OF EXCELLENCE

Peters, Tom

1 Cassette

Tom Peters delivers a very inspirational talk on effective management. This tape is an excellent motivational tool. Peters stresses three points in particular

1) The importance of management listening to employees
2) Managers should manage by wandering around (MBWA)
3) The delivery of quality service to the customer or public

MEGATRENDS

Naisbitt, John

6 Cassettes

In these cassettes, author John Naisbitt describes the 10 massive trends that earmark the emergence of a new society. You gain a new way of looking at your future and a new way of better understanding what is happening today.

MEN AND WOMEN OF THE CORPORATION

Kanter Moss, Rosabeth

1 Cassette

Rosabeth Moss Kanter talks about how you could put the ideas: Opportunity and Power in the book "Men and Women of the Corporation" to work for you and your organization. The cassette could be used to provoke and stimulate group discussions about how people are managed in your organization.

OUTRAGEOUS ACTS AND EVERYDAY REBELLIONS

Steinem, Gloria

1 Cassette

The author discusses the real difference between men and women and the rise of feminism. It is designed to increase your awareness on the subject of feminism as well as giving you ideas and knowledge that could be used immediately. Steinem applies a common sense approach to equality of the sexes and comes up with a winning, sensible conclusion.

POWER COMMUNICATION SKILLS: POLITICAL SAVVY AND LEADERSHIP SKILLS FOR WOMEN

Dellinger, Susan Ph.D

4 Cassettes

Power Communication Skills will help you work within a system and make it work for you. It offers specific strategies for dealing with a tough boss, negotiations, crises and meetings. It will teach you how to move to the next step beyond assertiveness: power, how to orchestrate it. In this four hour program you'll learn how to deal with office politics, how to avoid the ten most common blunders that sabotage many women aiming for the top, as well as strategic career planning.

POWER, POLITICS AND POSITIVE INFLUENCE: LEADERSHIP FOR WOMEN IN POSITIONS OF AUTHORITY

Schwimmer, Lawrence D.

4 Cassettes

This program will teach you how to improve your skills in your chosen profession. An important focus of this program is developing the ability to take risks as you go up the career ladder. It will give you tips on the work game, on money and power and on new approaches to meeting traditional goals. There is a chapter on self- presentation and leadership style. The majority of this program deals with developing risk-taking attitudes and is enhanced by the author's own attitude as a successful entrepreneur.

QUANTUM BREAKTHROUGH TO EXCELLENCE

Dardik, Irving I. (Dr.)
Waitley, Denis E. (Dr.)

5 Cassettes

This book and cassette program combine space age technology with common sense self-awareness. It incorporates the latest discoveries in the fields of psychology, nutrition and exercise into a unique system that unlocks each individuals maximum human potential.

RELATIONSHIP STRATEGIES - HOW TO DEAL WITH THE DIFFERENCES IN PEOPLE

Cathcart, Jim
Alessandra, Tony

6 Cassettes

These twelve revealing cassettes provide the tools for getting to know others inside out.

Topics covered:
Communicating with others.
Behavioral style themes.
Identifying open and self-contained people.
Identifying direct and indirect people.
Identifying and understanding the director.
Relating effectively to the director.
Identifying and understanding the socializer.
Relating effectively to the socializer.
Identifying and understanding the relater.
Relating effectively to the relater.
Identifying and understanding the thinker.
Relating effectively to the thinker.

SELF-PRESENTATION FOR THE PROFESSIONAL WOMAN

Crain, Sharon (Dr.)

6 Cassettes

Topics covered:
Program Introduction
Overcoming Presentation Fear
Fear Reduction Exercises
Exercises to Improve Voice Quality
Creating Credibility
Managing Criticism and Anger
The Skill of Asking the Right Question
Techniques to Handle Difficult People and Situations
Interviewing Strategy
Basic Presentation Exercises

This program will assist you in presenting yourself and your ideas with increased impact. You will gain the skills necessary to express, with confidence and composure, what you already know.

SPEAKING SKILLS FOR THE PROFESSIONAL

Crain, Sharon (Dr.)

6 Cassettes

Topics covered:
Presentation Development and Structure
Fear Reduction and Exercises
Voice Development and Exercises
Preparing Your Biography and Introduction
Tips to Begin and End
Humour and Practice Exercises
Pressure Responsible Situations
Special Situations - Media Appearances, etc.

STRESS MANAGEMENT FOR THE PROFESSIONAL: HOW TO FEEL BETTER AND PERFORM BETTER ON THE JOB

Mellot, Rogers

4 Cassettes

The author talks about stress management from a new perspective: self-esteem. This program will help you achieve more, enjoy more and lead a much more fulfilling life. Based on his own experience as a counsellor, Roger Mellot discusses how stress can be directed to achieve our goals and to pursue our career. Stress is good, it is a reaction to experience. This workshop will help you decrease your distress.

SURVIVAL SKILLS: A STRESS REDUCTION PROGRAM FOR TYPE A'S

Crain, Sharon (Dr.)

6 Cassettes

This cassette program is designed to teach people how to relax and to alleviate the stress syndrome from building.

THE CHANGE MASTERS: INNOVATION FOR PRODUCTIVITY IN THE AMERICAN CORPORATION

Kanter, Rosabeth Moss

1 Cassette - Book also available

Topics covered:
What are the innovation essentials.
How to make it work.
New entrepneurial potential.
Staying ahead of change.
Traits of the change masters.

Rosabeth Moss Kanter argues that the key to an American corporate renaissance is the development of "participation management skills and environment that make possible the full use of new ideas that arise from within the corporation itself." Kanter distinguishes between "segmentalist companies", which are anti-change and tend to have a narrow, compartmentalized perspective on corporate problems and "integrative companies", which provide a wide open, team oriented environment, in which innovation occurs throughout the organization, not merely at its top or bottom.

THE COMPLETE SPEAKER

Nightingale, Earl

6 Cassettes - (2 Copies)

This advanced comprehensive program covers every facet of public speaking. After reviewing basic rules of effective speaking, Earl Nightingale draws on his own experience and research to explore the successful techniques of a true professional. He also covers outlining, writing and preparing different kinds of speeches, the use of humor, and visuals, making introductions, moderating a panel, handling interviews and responding to remarks.

THE EXCELLENCE CHALLENGE 1984

Peters, Tom

6 Cassettes

This program on 'Action Ideas You Can Put to Work Immediately' includes the following:

1) Winners win big
2) Paying attention - symbols.
3) Effecting wandering.
4) Success by small wins.
5) The heart and soul of excellence.
6) Accepting the challenge.
7) Strategic edge #1:Customer Service.
8) Strategic edge #2:Quality
9) Strategic edge #3:Innovation (I)
10) Strategic edge #3:Innovation (II)
11) People, people, people
12) People, people, people

In this program Tom Peters answers the most often asked question "How to get started and really make your customers number one". He provides example from companies like DuPont, McDonalds, 3M, and more.

THE GREATEST MANAGEMENT PRINCIPLE IN THE WORLD

Leboeuf, Michael Ph.D.

6 Cassettes

The Greatest Management Principle in the World is a complete program of action - ready techniques which gives you solid solutions to the current problems of management in the workplace. You'll discover how to achieve workers loyalty and dedication, to improve the quality of products and services, to defeat the "don't do anything wrong" syndrome that stagnates control in so many industries. It also shows you how to nurture creativity simplify your problems and stimulate productivity.

THE MAKING OF THE ACHIEVER

Cox, Allan

6 Cassettes

This action-oriented cassette program will inform you on how to become an achiever. Basically, this program is about human resource management and what it takes to make it in the working world. Going through the process of developing an attitude of self-achievement and performing, the author gives you advice on setting realistic goals in your life and career.

THE PSYCHOLOGY OF ACHIEVEMENT

Tracey, Brian

6 Cassettes

Topics covered:
Building a Positive Self-concept
Accepting Responsibility and Taking Charge
Programming for Success
Goals and Goal Achieving
Creative Problem Solving and Decision Making
Superior Human Relations

Discover methods and modes you can employ to channel your mind, with its prodigious powers. By mastering these techniques, you'll conquer fear, do things you considered impossible, make all the right moves and amaze yourself in the process. You'll permanently attain and retain what before seemed only elusive dreams.

THE PSYCHOLOGY OF NEGOTIATING

Rackham, Neil

1 Cassette

Rackham goes over the do's and don'ts of negotiating. His concepts include: the definition of negotiation, the role of aggressiveness, the posing questions in weakening the other sides arguments. As well, Rackham discusses the traits of a good negotiator as opposed to those who throw obstacles in their own paths. This tape contains a good deal of universally applicable information.

THE SUPERWOMAN SYNDROME

Shaevitz, Marjorie Hansen

6 Cassettes

This twelve session program is for women trying to do it all - how to decide what's important in your life and do it well.

Topics covered:
Are you a superwoman?
What is the superwoman syndrome?
Differences between men and women.
How men really feel about superwomen.
Relationships and stress.
Keys to a good relationship.
Motherhood and raising happy kids.
Who is important and essential in your life.
Time management.
Managing housework.
Playing the work game and changing it, too.
Where do we go from here?

TIME MANAGEMENT

Merril, Douglas
Baker, Larry

6 Cassettes

This kit contains six tapes with a different topic on each side. The topics include: overcoming procrastination, working with others, reducing paperwork and nine other topics which will appeal to those interested in managing their time more effectively.

FILMS

- ACCESS - **Alberta Educational Communications Corporation, Killing Us Softly: Advertising's Image of Women**
  Producer: Cambridge Documentary Films Inc., 1982
  Colour: 29:36 minutes - VC238101

  Based on a slide presentation by Jean Kilbourne, this program examines hundreds of examples of ads from magazines, newspapers, album covers and storefront windows which all portray women. In this careful analysis, the program discusses the psychological and sexual themes and what they all add up to - a powerful form of cultural conditioning.

- **International Tele-Film Enterprises Ltd., Career Management: When preparation Meets Opportunity, EFM Films**
  Colour: 20 minutes

  For employees, the film will show how they can take responsibility and control of their own careers through a proactive process of self-assessment, research and career planning.

  For the top executives, the film demonstrates how your company can actually save money with a career management program in place. It will also help you change employee's attitudes, develop their skills, and stimulate management support for and commitment to the career management process.

- **International Tele-film Enterprises Ltd., The Workplace Hustle**
  Producer: M.T.I.
  Colour: 30 minutes

  A film about sexual harassment of working women. It is designed to inform, motivate and sensitize. Ed Asner is spokesperson, exploring the issues in a direct and candid manner. The film features Lin Farley, an expert in the field and author of the compelling book, "Sexual Shakedown".

- **A Tale of "O" On Being Different, by Professor Rosabeth Moss Kanter**
  Format: slide-tape or videocassette
  Goodmeasure - 27 minutes

  This program is about what happens to any new and different kind of person in a work group and how to manage that situation. A Tale of "O" is for affirmative action with awareness sessions, management development programs, supervisory skills training, support groups for women or minorities. This program was created by Dr. Rosabeth Moss Kanter, Professor of Sociology and of Organization and Management at Yale, and co-founder of Goodmeasure, based on research for her award-winning book, "Men and Women of the Corporation".

RESOURCE CENTRE BROCHURES

LISTING OF THE BROCHURES OF THE WOMEN'S RESOURCE CENTER

1. Alberta Career Center
Alberta Career Development and Employment

Alberta Career Centers provide a broad range of services designed to assist adult Albertans with their career planning.

Career Information Hotline: Edmonton: 422-4266
Other Areas: 0-Zenith-22140

2. Apprenticeship Opportunities
Alberta Career Development and Employment

A brochure describing Alberta's apprenticeship program in general and giving short descriptions of 48 designated trades.

For additional copies or further information, please contact:

Alberta Career Development and Employment
Apprenticeship and Trade
Certification Career Services
10926 - 119 Street
Edmonton, Alberta
T5H 3P5

Telephone: 427-3722

3. Athabasca University

A Canadian leader and specialist in distance education. Athabasca University can help you earn a university education regardless of where you live, your family or job commitments or educational background. (brochure)

For additional copies or further information, please contact:

Athabasca University
Box 10,000
Athabasca, Alberta
T0G 0B0

Telephone: Long Distance in Alberta
Zenith 22273
or 675-6148 (collect)

4. A Baby Bonus It's Not: It's A Special Benefit For Maternity. Find Out If You're Eligible (Unemployment Insurance)
Employment and Immigration Canada

For additional copies or further information, please contact your local Canada Employment Centre.

5. Battered Women: Using the Law
Student Legal Services of Edmonton, 1979

This pamphlet focuses on what a battered woman can do legally - what her rights are and how she can use the law to her advantage.

For additional copies or further information, please contact:

Student Legal Services
Room 114, Law Centre
University of Alberta
Edmonton, Alberta
T6G 2E2

Telephone: 432-2226

6. Canadian Advisory Council on the Status of Women

The Canadian Advisory Council on the Status of Women has issued the following series of brochures:

- Women and Work (February 1985)
- Women and Aging (June 1985)
- Wife Battering (February 1985)
- Sexual Assault (February 1985)
- Reproductive Health Hazards at the Workplace (March 1984)
- Women and Poverty (February 1985)
- Women and Part-time work (June 1985)
- Women in Agriculture (November 1985)

For additional copies or further information, please contact:

Canadian Advisory Council
on the Status of Women
Box 1541, Station "B"
Ottawa, Ontario
K1P 5R5

OR

C.A.C.S.W.
269, Main Street
Winnipeg, Manitoba
R3C 1B2

Telephone: (204) 949-3140

7. Canadian Congress for Learning Opportunities for Women

The C.C.L.O.W. is a national voluntary organization which promotes learning for women, networking, identifies barriers, investigates unmet needs, publicizes critical issues.

For additional copies or further information, please contact:

C.C.L.O.W. National Office
47 Main Street
Toronto, Ontario
M4E 2V6

Telephone: (416) 699-1909

8. Canadian Labour Congress Women's Bureau

The C.L.C. Women's Bureau has issued the following series of brochures:

- The C.L.C. Women's Bureau
- Sexual Harassment
- Women and Affirmative Action
- Women and Pensions
- Women and Technological Change
- Women and Unions
- Women and Health and Safety

For additional copies or further information, please contact:

The National Representative
C.L.C. Women's Bureau
2841 Riverside Drive
Ottawa, Ontario K1V 8X7

Telephone: (613) 521-3400

9. Changing Course
Labour Canada - Women's Bureau

This brochure addresses the many Canadian women who feel they are "going nowhere slowly" and need help in branching out to a new and different direction with their work.

For additional copies or further information, please contact:

Women's Bureau
Labour Canada
c/o Ratna Ray, Director
Ottawa, Ontario
K1A 0J2

Telephone: (819) 997-1550

10. Changing Course Midstream: Making A Midlife Career Change
Alberta Career Development and Employment

This booklet looks at midlife career changes; what they are, why people make them, and the process involved in adjusting to them. There are also suggestions for things you can do to ease the transition.

For additional copies or further information, please contact:

Alberta Career Development and Employment
Career Information Services
201 Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8

11. The Charter of Rights and Freedoms: A Guide for Canadians
Government of Canada

For additional copies, please contact:

Publications Canada
P.O. Box 1986
Station B
Ottawa, Canada
K1P 6G6

12. Choosing Day Care: A Parents' Guide
Alberta Social Services Community Health - Day Care Program

An informative booklet on Day Care Centers and Family Day Homes (how to choose, what to consider, look for and ask about).

For additional copies or further information, please contact:

Day Care Program
11748 Kingsway Avenue
Edmonton, Alberta
T5G 0X5

Telephone: 422-3633

13. Coping with Unemployment
Canadian Mental Health Association (Number 9 in the "Coping" series)

This brochure is about the changes brought in your life by unemployment and how to cope with it's effects.

For additional copies or further information, please contact:

Canadian Mental Health Association
100, 12120 - 106 Avenue
Edmonton, Alberta
T5N 0Z2

Telephone: 482-6091

14. Creative Job Search Technique: Women Returning to Work
Employment and Immigration Canada, 1979

A helpful booklet addressing women re-entering the labour market, but that feel somewhat insecure in doing so.

15. Diagnostic and Referral Service
Alberta Personnel Administration

The Diagnostic and Referral Service is designed to help employees deal with personal problems that may undermine their job performance. It is a free, voluntary and confidential service available to all government employees.

For additional copies or further information, please contact:

Diagnostic and Referral Service
3rd Floor, Kensington Place
10011 - 109 Street
Edmonton, Alberta
T5J 3S8

Telephone: 427-7108

16. Equal Opportunities in Employment: A Handbook For Employers
Alberta Human Rights Commission, 1981

This handbook outlines various provisions of The Act and provides direction in the application of human rights law in Alberta as it relates to "equal opportunities in employment".

For additional copies or further information, please contact:

Alberta Human Rights Commission
801, Kensington Place
10011 - 109 Street
Edmonton, Alberta
T5J 3S8

Telephone: 427-7661

17. Equality For All
Department of Justice Canada

A brochure about the section is of the Canadian Charter of Rights and Freedoms as it came into force on April 17, 1985.

For additional copies or further information, please contact:

The Department of Justice Canada

18. A Fair Trade - Women in Non-Traditional Jobs
Labour Canada - Women's Bureau

A concise brochure about women's abilities to undertake what used to be men's jobs and how to go about choosing an appropriate field, training, etc. Issues on current legislation and obstacles are also discussed.

For additional copies or further information, please contact:

Women's Bureau
Labour Canada
c/o Ratna Ray, Director
Ottawa, Ontario
K1A 0J2

Telephone: (819) 997-1550

19. Family Financial Counselling Services
Alberta Consumer and Corporate Affairs

A brochure outlining the different services provided by Consumer and Corporate Affairs in regards to financial planning/management.

For additional copies or further information, please contact:

Alberta Consumer and Corporate Affairs
3rd Floor, Capilano Centre
9945 - 50 Street
Edmonton, Alberta
T6A 0L4

Telephone: 427-5782

20. Family Life Education Council - Winter/Spring 86 Programs

The Family Life Education Council is a people-orientated, non-profit agency which provides information and support to individuals and families.

For additional copies or further information, please contact:

Family Life Education Council
10835 - 124 Street
Edmonton, Alberta
T5M 0H4

Telephone: 451-6335

21. Fathers and Family Law: A Guide to Your Rights
Student Legal Services

A booklet primarily written for fathers about their legal rights and responsibilities in regards to fatherhood. This information is derived from the Alberta Law.

For additional copies or further information, please contact:

Student Legal Services
114 Law Center
111 Street and 89 Avenue
Edmonton, Alberta
T6G 2H5

Telephone: 432-2701 (family law)

22. The Great Balancing Act
Alberta Career Development and Employment

A booklet on how to better plan work and leisure in order to achieve a satisfactory balance in your life.

For additional copies or further information, please contact:

Career Information Services
Alberta Career Development and Employment
5th Floor, East, Devonian Building
11160 Jasper Avenue
Edmonton, Alberta
T5K 0L1

23. Growing Up With One Parent, Helping a Child to Build a Full Life with One Parent
(No. 13 in the series entitled "Feelings and Your Child")
Canadian Mental Health Association

A brochure to help your child (or children) deal with the practical and emotional demands of life with only one parent.

For additional copies of further information, please contact:

Feelings and Your Child Canadian Mental Health Association
2160 Yonge Street
Toronto, Ontario
M4S 2Z3

24. Homemaker Pension: For Work that Deserves Concrete Recognition

. Canadian Advisory Council on The Status of Women, March, 1985.

. Brochure stating that after a lifetime of work benefiting the family and society as a whole, it is unacceptable that Canadian homemakers be left to suffer grave financial insecurity during their old age. Solutions, strategies are put forward and single petitions to provincial and federal governments included.

For additional copies or further information, please contact:

Canadian Advisory Council on The Status of Women
1055 West Georgia Street
18th Floor
Vancouver, B.C.
V6E 3P3

Telephone: (604) 666-0174

25. I. The Individual Rights Protection Act - Office Consolidation

II. The Individual's Rights Protection Act - Chapter I-2 Revised Statutes of Alberta 1980

Government of the Province of Alberta

For additional copies, please contact:

Publication Services
11510 Kingsway Avenue
Edmonton, Alberta
T5G 2Y5

Telephone: 427-4952

26. Is This Really Happening To Me?
Edmonton Working Women

A small reference card about the Working Women's Hotline.

For additional copies or further information, please contact:

Working Women's Hotline

Telephone: 424-6685

27. It's Your Turn: A Handbook for Canadian Women
Canadian Advisory Council on the Status of Women

For additional copies or further information, please contact:

Canadian Advisory Council on the Status of Women
1055, West Georgia Street
18th Floor
Vancouver, British Columbia
V6E 3P3

Telephone: (604) 666-1174

28. Job Creation and Training Programs
Alberta Career Development and Employment

This brochure provides an overview of job-creation and training programs offered through Alberta Career Development and Employment.

For additional copies or further information, please contact:

Alberta Career Center
101 Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8

Telephone: 427-5659

29. Job Entry: Re-Entry Participants
Employment and Immigration Canada - August 85

This Canadian job strategy program is aimed at women re-entering the labour force after three or more years of absence. The Re-Entry Training program can last from 16 to 52 weeks. It combines formal instruction and practical on-the-job experience.

If you want to apply, or would like to learn more about what Re-entry has to offer, contact your local Canada Employment Centre (C.E.C.)

30. Job Seekers Handbook
Alberta Career Development and Employment

A helpful booklet on job search advice.

For additional copies or further information, please contact:

Career Resources Branch
Alberta Career Development and Employment
5th Floor, Devonian Building, East Tower
11160 Jasper Avenue
Edmonton, Alberta
T5K 0L1

Telephone: 422-1794

31. Juggling a Family and a Job
Canadian Advisory Council on the Status of Women, 1984

This booklet clearly states the existing gap between the actual Legislation on maternity, paternity and adoption leave and the reality facing people in the paid labour force who are or want to become parents. Although the polemic is women orientated, a lot is said about men wanting to play a more active role in parenting. An interesting chart about maternity, paternity and adoption leaves in federal and provincial jurisdictions is included.

For additional copies or further information, please contact:

The Canadian Advisory Council on the Status of Women
1055, West Georgia, 18th Floor
P.O. Box 11144
Vancouver, B.C.
V6E 3P3

Telephone: (604) 666-1174

32. Laws for Albertans
Alberta Women's Bureau, 1982

Booklet that gives a review of some of the changes which have occurred over the last fifteen years in women's rights and social concerns.

For additional copies or further information, please contact:

Alberta Women's Bureau
1910 Capitol Square
10065 Jasper Avenue
Edmonton, Alberta
T5J 3B1

Telephone: 427-2470

33. The Legal Resource Centre
Faculty of Extension, U. of A.

A brochure outlining the many different services offered by the Centre.

For additional copies or further information, please contact:

The Legal Resource Centre
Faculty of Extension
University of Alberta
10049 - 81 Avenue
Edmonton, Alberta
T6E 1W7

Telephone: 432-5732

34. Legal Services for Edmonton
Legal Resource Center

A pocket directory of legal services such as consumer protection, court-related services, police services, educational services, counselling agencies, etc.

For additional copies or further information, please contact:

Legal Resource Center
Faculty of Extension
University of Alberta
10049 - 81 Avenue
Edmonton, Alberta
T6E 1W7

35. Maintenance Enforcement Program
Alberta Attorney General

A brochure on the new Maintenance Enforcement Act designed to help Albertans, who are entitled to court-ordered maintenance, receive their payments and receive them regularly.

For additional copies or further information, please contact:

The Maintenance Enforcement Program
Post Office Box 2404
Edmonton, Alberta
T5J 3Z7

Telephone: 422-3803

36. Making the Most of Your Job Interview
New York Life Insurance Company.

This booklet has been prepared in order to help you in your preparation for the interview itself, and the follow-up.

For additional copies or further information, please contact:

New York Life Insurance Company
443, University Avenue
Toronto, Ontario
M5G 1T9

37. Personal Growth
Edmonton Public Schools Continuing Education

For a minimal fee and on a short term basis, courses are given on "Assertiveness Training", "Contemporary Woman", "Juggling Work and Family", "Successful Career Search", etc.

For additional copies or further information, please contact:

Edmonton Public Schools Continuing Education
10820 - 101 Street
Edmonton, Alberta
T5H 3Z8

Telephone: 426-3280

38. A Realistic Picture Of Women In The Labour Market
Employment and Immigration Canada

This fact sheet is intended to inform women about the current situation in the Labour Market and provides very interesting and realistic figures on women's participation in the labour force.

Additional copies available from our office.

39. Reproductive Health Hazards at the Workplace
Canadian Advisory Council on the Status of Women

A very informative brochure on categories and types of reproductive hazards, their effect, etc. You will also find information on current study results, statistics on the present situation as well as recommendations made by the C.A.C.S.W.

For additional copies or further information, please contact:

Canadian Advisory Council
On the Status of Women
C.P. 1541, Succ. B.
Ottawa, Ontario
K1P 5R5

Telephone: (613) 992-4975

40. The School-Work Connection - Adjusting To Your First Job
Career Services Branch, Alberta Career Development and Employment

A booklet about adjusting to the school-to-work transition.

For additional copies or further information, please contact:

Career Information Services
Alberta Career Development and Employment
201 Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8

Telephone: 422-1794

41. Sexual Harassment
The Alliance Against Sexual Harassment

A brochure exploring short and long term solutions to sexual harassment. Also gives a good description of the phenomenon.

For additional copies or further information, please contact:

The Alliance Against Sexual Harassment
c/o Everywoman's Place
9926 - 112 Street
Edmonton, Alberta
T5K 1L7

Telephone: 462-1383 / 424-7430

42. Sexual Harassment
Labour Canada

A brochure on the amendments to the Canada Labour Code effective March 1, 1985 which introduces provisions addressing the issue of sexual harassment on the job.

For additional copies or further information, please contact:

Women's Bureau
Labour Canada
Ottawa, Ontario
K1A 0J2

Telephone: (819) 997-1550

43. Sexual Harassment
President's Advisory Committee on Sexual Harassment (P.A.C.S.H.)

P.A.C.S.H. was established in order to receive and investigate complaints of sexual harassment, and to educate the University community about sexual harassment.

For additional copies or further information, please contact:

University of Alberta - Sexual Harassment Talk Line

Telephone: 432-TALK / 432-8255

44. Skills Bank
Canadian Congress for Learning Opportunities for Women

The Skill Bank is a form of learning exchange through which Canadian women can consult each other as resource persons in their field and can link nationally to promote educational and training services for women.

For additional copies or further information, please contact:

C.C.L.O.W.
Skills Bank Co-ordinator
692 Coxwell Avenue
Toronto, Ontario
M4C 3B6

Telephone: (416) 461-9264

45. Taking Charge of Your Money
Alberta Consumer and Corporate Affairs

A helpful brochure on money management.

For additional copies or further information, please contact:

Alberta Consumer and Corporate Affairs
3rd Floor, Capilano Centre
9945 - 50 Street
Edmonton, Alberta
T6A 0L4

46. Towards Equality for Women
Status of Women, Canada

In regards to the Plan of Action on The Status of Women, the federal government presents a series of proposals for change in areas under federal jurisdiction, including: employment and economic development, family and criminal law, health promotion and income support, sex-role stereotyping, women in the Public Service, etc.

47. Training To Meet Special Needs
Jack Bredin Community Institute

Private non-profit organization concerned with the successful employment of socially and economically disadvantaged individuals and minority groups.

For additional copies or further information, please contact:

Jack Bredin Community Institute
11055 - 107 Street
Edmonton, Alberta
T5H 2Z6

Telephone: 425-3730

48. 2000 A.D.: A Guide to Financial Awareness
Alberta Consumer and Corporate Affairs - March 1986

This publication is about financial planning, the creation of savings, and evaluating ways to make these savings work for you. This guide also addresses the risks that exist in most investments, including insured deposits, and suggests questions to ask before putting your money into any of them.

For additional copies or further information, please contact:

Consumer and Corporate Affairs
3rd Floor, Capilano Centre
9945 - 50 Street
Edmonton, Alberta
T6A 0L4

Telephone: 427-5782

49. U. of A. Women's Centre Resource Directory

A small but concise directory giving on and off campus resources for women.

For additional copies, please contact: Women's Centre, 432-2057.

50. V.D.T.'s and You
Alberta Personnel Administration

This pamphlet will provide you with the facts about the safety of Video Display Terminals and will also tell you how best to live and work with your unit.

For additional copies or further information, please contact:

Alberta Personnel Administration
Departmental Services Division
Occupational Health and Safety Branch

51. Video Display Terminals: The Storm Before the Calm
Alberta Worker's Health, Safety and Compensation

A brochure setting the facts straight about Video Display Terminals.

For additional copies or further information, please contact:

Alberta Worker's Health, Safety and Compensation
Occupational Health and Safety Division
5th Floor, 10709 Jasper Avenue
Edmonton, Alberta
T5J 3N3

52. What Is Harassment?
Canadian Human Rights Commission

This brochure covers all types of discrimination prohibited by law: sex, age, race, national or ethnic origin, colour, religion, disability, marital status, family status, or conviction for which a pardon was granted.

For additional copies or further information, please contact:

Canadian Human Rights Commission
400 - 90 Sparks Street
Ottawa, Ontario
K1A 1E1

Or contact your regional office: Alberta: 420-4040

53. Women and Work - Fact Sheet #1
Canadian Advisory Council on the Status of Women

One of the many fact sheets distributed by C.A.C.S.W. giving facts and figures on number of working women, what kind of work they do, barriers they face in the workforce, dual role of handling a career and job, etc.

For additional copies or further information, please contact:

Status of Women
Box 1541, Station B
Ottawa, Ontario
K1P 5R5

Telephone: (613) 992-4975

54. Women at Work: Making it in Two Worlds
Alberta Career Development and Employment

This booklet is about the process of change in transition involved in returning to the workforce.

For additional copies or further information, please contact:

Career Information Services
Alberta Career Development and Employment
201, Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8

55. Women's Bureau ... Persistent in the Pursuit of Parity
Labour Canada

The Bureau is working for equality between Canadian women and men workers by monitoring federal labour legislation, policies and programs by researching and conducting indepth socio-economic studies and by publishing reports and documents on the situation of working women.

For additional copies or further information, please contact:

Women's Bureau
Labour Canada
Ottawa, Ontario
K1A 0J2

Telephone: (819) 997-1550

56. Women's Career Counselling and Referral Bureau
Public Service Commission of Canada

A brochure about this new national program designed to identify women with high potential, give them the experience they need and put them forward as candidates for senior management positions.

For additional copies or further information, please contact:

Women's Career Counselling and Referral Bureau
Public Service Commission of Canada
16th Floor
300 Laurier Avenue W.
Ottawa, Ontario
K1A 0M7

Telephone: (613) 995-6591

57. Women's Studies Courses
University of Alberta

While the University of Alberta does not offer a degree in Women's Studies, there are nontheless several courses available which focus on women and/or gender. This brochure offers a list of those courses.

For additional copies or further information, please contact:

Advisory Committee on Women's Studies
University of Canada
Edmonton, Alberta
T6G 2E2

Telephone: 432-4537

58. Your Rights - Under the Individual's Rights Protection Act
Alberta Human Rights Commission - 1982

This handbook has been designed as a simplified guide for quick reference to the Individual's Rights Protection Act and regulations.

For additional copies or further information, please contact:

Alberta Human Rights Commission
#801, 10011 - 109 Street
Edmonton, Alberta
T5J 3S8

Telephone: 427-7661

59. Stay Ahead With a Good Attitude
Alberta Career Development and Employment

A booklet on how positive attitudes can help us gain satisfaction from our work and fulfill many of our personal needs.

For additional copies or further information, please contact:

Career Information Services
Alberta Career Development and Employment
201 Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8

PUBLICATIONS

CAREER DEVELOPMENT/PLANNING

1. A COMMON WORLD - COURSES IN WOMEN'S STUDIES FOR RURAL AND URBAN COMMUNITIES
   (WEEAP)

2. BREAKING THE SILENCE: SEVEN COURSES IN WOMEN'S STUDIES
   Goddard - Cambridge Graduate (WEEAP)

3. DEVELOPING AND NEGOTIATING BUDGETS FOR WOMEN'S PROGRAM
   (WEEAP)

4. DEVELOPING WOMEN'S PROGRAM
   Kathryn L. Girard (WEEAP)

5. DISPLACED HOMEMAKERS: VO-TECH. WORKSHOP GUIDE
   Janice Obermiller
   Wanda Jo Peltier (WEEAP)

6. FREEING OURSELVES: REM VING INTERNAL BARRIERS TO QUALITY
   Helen Collier
   Jessie Lovano-Kerr (WEEAP)

7. HOW WOMEN FIND JOB: A GUIDEBOOK FOR WORKSHOP LEADERS
   Vera Norwood
   (WEEAP)

8. JOB OPTIONS: FIRST OFFENDER WOMEN ... A PRE-TRIAL INTERVENTION PROGRAM
   Marilyn B. Goldman
   Marie Graci
   Jill Cauden
   Sandra Lemke (WEEAP)

9. LIFE SKILLS FOR WOMEN IN TRANSITION
   Margaret Hunt (WEEAP)

10. LIFE SKILLS FOR WOMEN IN TRANSITION
    Margaret Hunt
    Constance Munro (WEEAP)

11. PROJECT BORN FREE: TRAINING PACKET TO REDUCE SEX-ROLE STEREOTYPING IN CAREER DEVELOPMENT
    Charlene Follett
    Marianne Watt
    Sunny Hansen (WEEAP)

12. PROJECT CHOICE: CREATING HER OPTIONS IN CAREER (DEVELOPMENT) Exploration (WEEAP)

13. SINGLE MOTHER'S RESOURCE HANDBOOK
Annette Ferando
David Newbard (WEEAP)

14. THE CAREER SHOPPER'S GUIDE: A DEVELOPMENT PLAN MANUAL FOR AN EMPLOYMENT RESOURCE AND TRAINING SERVICE
Gerri Hair
Denyc Perez (WEEAP)

15. THE FEMALE EXPERIENCE IN AMERICA: A LEARNING/TEACHING GUIDE
Sharon B. Lord
Liz Wyman
Man Scott
Mary Ellen McLoughlin (WEEAP) 1979

16. THE WHOLE PERSON BOOK (II): A GUIDE TO PRE-SERVICE TRAINING
Twila Christensen Liggett
Patricia Romero
Dan Romero
Women's Educational Equity Act Program (WEEAP)

17. THE WOMEN WITHIN
Lorraine Rea, South Hills Health System
Division of Mental Health (WEEAP)

18. TO MAKE A DIFFERENCE: A TRAINER'S GUIDE FOR WORKING WITH CAMPUS-BASED WOMEN'S CENTERS AND OTHER WOMEN'S ORGANIZATIONS
Kathryn L. Girard
Joan Sweeney (WEEAP)

19. WOMEN IN HIGHER EDUCATION ADMINISTRATION: A BRIEF GUIDE FOR CONFERENCE PLANNERS
Mary Ann Rehnke
Women's Educational Equity Act Program (WEEAP)

CAREER PLANNING

1. BARRIERS TO WOMEN'S UPWARD CAREER MOBILITY
   The Levy-Coughlin Partnership
   Social Research and Management Consultation

2. BUILD YOUR CAREER: A WORKBOOK FOR ADVANCING IN AN ORGANIZATION
   Susan L. Colantuono

3. CAREER ACTION PLANNING
   General Electric
   Corporate Education Service

4. COMPUTER SOFTWARE: GENERAL INFORMATION
   Black Binder Gathered Information

5. IN SHORT SUPPLY: JOBS AND SKILLS IN THE 80'S
   Economic Council of Canada 1982

6. IN THE CHIPS: OPPORTUNITIES PEOPLE PARTNERSHIPS
   Report of the Labour Canada Task Force

7. LEARNING A LIVING IN CANADA - Vol. 1
   Employment and Immigration Canada

8. LEARNING A LIVING IN CANADA - Vol. 2
   Employment and Immigration Canada

9. OPENING DOORS: KEYS TO CAREER PLANNING: PROGRAM GUIDE
   Alberta Manpower (3 copies)

10. PART-TIME WORK IN CANADA: REPORT OF THE COMMISSION OF INQUIRY INTO PART-TIME WORK
    Labour Canada 1983

11. THE NEW TECHNOLOGY AND YOUR FUTURE IN OFFICE WORK
    Humber College of Applied Art and Technology
    Donna Williamson

12. WHAT ELSE CAN A WOMAN BE? BUSINESS AND PROFESSIONS - Vol. 2
    1983 Women's Bureau, Ontario

13. WHAT ELSE CAN A WOMAN BE? TECHNICAL AND TRADES - Vol. 1
    1983 Women's Bureau, Ontario

14. WOMEN IN ENGINEERING
    Research Bulletin
    Equal Opportunities Commission, No. 7, Summer 1983

15. WORK FOR TOMORROW: EMPLOYMENT OPPORTUNITIES FOR THE 80'S
    House of Commons

16. WEEAP - Women's Educational Equity Act Program

EDUCATIONAL UPGRADING

1. ACCESSIBILITY TO POST SECONDARY EDUCATION IN CANADA
   A Review of the Literature
   Department of the Secretary of State (2 copies)

2. CAREER OUTLINES 1983
   The University of Alberta Student Counselling Services

3. COMPUTER CAREER INSTITUTE
   Calendar

4. LEARNING AT HOME
   Distance Education Courses in Canada 1985
   Alberta Manpower

5. N.A.I.T. 1985-86 CALENDAR
   Continuing Education (3 copies)

6. OCCUPATIONAL PROFILES
   Alberta Advanced Education and Manpower
   Only for Reference

7. POST-SECONDARY EDUCATION PROGRAMS
   Alberta Manpower 1983-85

8. THE SUPERVISOR IN THE AUTOMATING OFFICE
   Participant Manual

9. UNIVERSITY OF ALBERTA
   1986-87 Calendar
   1985-86 Calendar

EQUITY

1. BACKGROUND NOTES ON PROPOSED GUIDELINES - EQUAL PAY FOR WORK OF EQUAL VALUE
   Canadian Human Rights Commission
   March, 1985 (2 copies)

2. CONVENTION ON THE ELIMINATION OF ALL FORMS OF DISCRIMINATION AGAINST WOMEN
   Report of Canada
   Secretary of State
   May, 1983

3. DISCUSSION PAPER SERIES
   Women's Bureau
   Labour Canada

   No. 1 Gender Wage Differentials in Canada: A Review of Previous Research and Theoretical Framework (2 copies)

   No. 2 Accounting for Gender Differentials in Job Income in Canada: Results From an 81 Survey (2 copies)

   No. 3 Sex Discrimination in the Canadian Labour Market: Theories, Data, Evidence (2 copies)

   No. 4 A National System for Fully-Paid Parental Leave for Canada Policy Choices: Costs and Funding Mechanisms

   No. 5 Wage Discrimination and Women Workers: The Move Towards Equal Pay for Work of Equal Value in Canada

   No. 6 Economic Sectors and Gender Discrimination in Canada: A Critique and Test of Block and Walker, Some Evidence

4. EQUAL EMPLOYMENT OPPORTUNITY IN THE ALBERTA PUBLIC SERVICE - SOME PERSPECTIVES
   Alberta Human Rights Commission

5. EQUAL OPPORTUNITY AT WORK
   A C.U.P.E. Affirmative Action Manual

6. EQUAL PAY FOR WORK OF EQUAL VALUE
   1984

7. EQUAL PAY OPPORTUNITIES: ISSUES AND OPTIONS
   Ontario Ministry of Labour

8. EQUALITY FOR ALL
   Report of the Parliamentary Committee on Equality Rights
   October, 1985

9. EQUALITY IN EMPLOYMENT
   A Royal Commission Report
   Research Studies
   Judge Rosalie Silberman Abella

10. OCCUPATIONAL SEGREGATION AND ITS EFFECTS
    A Study of Women in the Alberta Public Service
    Women Associates Consulting 1979

11. SEXUAL EQUALITY IN THE WORKPLACE
    Proceedings of a Conference
    Labour Canada

12. THE ROLE OF TRADE UNIONS IN THE PROMOTION OF EQUAL OPPORTUNITIES
    Valerie Ellis
    E.O.C.

13. TOWARDS EQUITY
    Proceeding of a Coloquium
    Economic Council of Canada

14. WHAT EVERY EMPLOYER SHOULD KNOW ABOUT EMPLOYMENT EQUITY
    William Mercer Consultant 1985

HEALTH

1. ACHIEVING AN ATTITUDE OF SELF-CARE
   Patrick Grawshaw
   Betty Wong
   1980 (2 copies)

2. ANNUAL REPORT 1979-1980
   National Plan of Action Towards Equality
   International Decade for Women
   May, 1980

3. HEALTH ACTION: A CONFERENCE ON HEALTH AND WOMEN
   Proceedings (2 copies)

4. HEALTH FAIR HANDBOOK
   Robert M. Dill
   Charles E. Sherman
   James Bay Community Resources (1981)
   and Health Care

5. IT'S JUST YOUR NERVES
   Guidebook
   Health and Welfare Canada

6. MATERNITY AND CHILD CARE LEAVE IN CANADA
   Labour Canada
   Women's Bureau

7. SELF-CARE SYMPOSIUM
   Proceedings
   Health Promotion Directorate, 1981

8. THE SECRET EVERYONE KNOWS
   Cathleen Brooks
   Operation Cork 1981

9. WOMEN AND THEIR USE OF PSYCHOTROPIC DRUGS
   C.L.M. Archer
   M. A. Benner
   1979-1980

10. WOMEN IN HEALTH ADMINISTRATION IN CANADA
    Department of Health Administration
    University of Toronto
    August, 1980

11. WOMEN'S HEALTH NEEDS PROJECT
    France Norris
    April, 1980

LAW

1. CANADA LABOUR RELATIONS BOARD
   Administrative Law Series
   Stephen Kelleher
   Law Reform Commission of Canada 1981

2. CANADIAN HUMAN RIGHTS COMMISSION BINDER
   (a) Canadian Human Rights Reporter - Consolidated Index - Vol. 11.5
   (b) Sexual Harassment Casebook 1978-1984 (2 copies)
   (c) Equal Pay for Work of Equal Value
   (d) Equal Pay Casebook 1978-1984 (2 copies)

3. CONSENT TO MEDICAL CARE
   Protection of Life Series
   Law Reform
   Margaret A. Sommerville
   Commission of Canada 1981

4. EQUALITY ISSUES IN FEDERAL LAW
   A Discussion Paper
   Department of Justice
   Canada 1985

5. HUMAN RIGHTS. WE'RE ALL RESPONSIBLE
   Guidelines
   Alberta Human Rights Commission

6. INTERNATIONAL COVENANT ON ECONOMIC, SOCIAL AND CULTURAL RIGHTS
   Report of Canada on Articles 10 to 12
   December, 1982
   Secretary of State

7. LEGISLATION RELATING TO WORKING WOMEN
   Labour Canada
   Women's Bureau

8. 1984 CANADIAN WOMEN AND JOB RELATED LAWS
   Labour Canada
   Women's Bureau

9. REPORT: SEXUAL OFFENCES
   Law Reform Commission of Canada

10. REPORT: THE CHEQUE: SOME MODERNIZATION
    Law Reform Commission of Canada

11. REPORT: THE JURY
    Law Reform Commission of Canada

12. SANCTITY OF LIFE OR QUALITY OF LIFE
    Study Paper
    Law Reform
    Edward Keysertingk
    Commission of Canada 1982

13. THE CHARTER OF RIGHTS AND FREEDOMS
    A Guide for Canadians

14. THIS IS THE LAW: A LEGAL GUIDE FOR WOMEN
    Saskatchewan Labour
    Women's Division

15. WOMEN AND THE LAW IN ALBERTA
    Calgary Association of Women and the Law

MANAGEMENT

1. A TALE OF "O": ON BEING DIFFERENT
   An Instructor's Manual, Discussion Guide and Suggestions for Applications
   P.A.O.

2. JOB INTEGRATION STRATEGIES: TODAY'S PROGRAMS AND TOMORROW'S NEEDS
   Brigid O'Farrell
   Sharon Harlan
   1983 Working Paper

3. NOTES
   Pat Nicholson
   U. of A. '85 Conference
   San Francisco 1985

ORGANIZATIONAL DYNAMICS

1. APPRAISING PERFORMANCE IN THE ALBERTA PUBLIC SERVICE
   Alberta Government

2. CALENDAR OF SERVICES AND INFORMATION/
   Women's Program

3. CREATIVITY AND LATERAL THINKING
   Edward De Bono
   November, 1985

4. PRESENCE DES FEMMES ET DES HOMMES DANS LA FONCTION PUBLIQUE DU QUEBEC
   Vol. 7 (1985)

WOMEN'S ISSUES

1. BREAKING THE PATTERN: HOW ALBERTA COMMUNITIES CAN HELP ASSAULTED WOMEN AND THEIR FAMILIES
   November, 1985
   Alberta Social Services and Community Health (2 copies)

2. CANADIAN ATTITUDES TOWARD WOMEN: THIRTY YEARS OF CHANGE
   Women's Bureau
   Labour Canada, 1984

3. HUSBANDS AND WIVES FAMILY WORK, PAID WORK AND ADJUSTMENT
   Joseph Pleck, 1982
   Wellesley College

4. IN SEARCH OF OPPORTUNITIES
   A Report by the Women's Educational Research Project
   November, 1984 (3 copies)

5. IN THE BEST INTERESTS OF THE CHILD
   A Report by the National Council of Welfare on the Child Welfare System in Canada, December, 1979

6. 1986 POVERTY LINES
   Estimates by the National Council of Welfare, June 1986

7. ONE IN A WORLD OF TWO'S
   A Report by the National Council of Welfare on One-Parent Families in Canada, April, 1976 (2 copies)

8. POOR KIDS
   A Report by the National Council of Welfare on Children in Poverty in Canada, March, 1975

9. PORNOGRAPHY AND PROSTITUTION
   Issues Paper
   November, 1983

10. POVERTY PROFILE 1985
    A Report by the National Council of Welfare, October, 1985

11. PUSHING THE LIMITS: REFLECTIONS ON ALBERTA WOMEN'S STRATEGIES FOR ACTION
    Julie-Anne Legras, 1984

12. REPORT: SEXUAL OFFENCES
    Law Reform Commission of Canada

13. REPORT ON VIOLENCE IN THE FAMILY: WIFE BATTERING
    Committee on Social Affairs, Health and Welfare
    Marcel Ray

14. SOCIAL DEVELOPMENT AND CHANGE UNDER THE NEW CONSTITUTION
    An Annoted Bibliography
    Tony Hofmann
    Richard Weiler
    February, 1985

15. SOME SOURCES FOR WOMEN'S HISTORY AT THE PROVINCIAL ARCHIVES OF ALBERTA
    Alberta Culture
    Historical Resources
    Jean E. Dryden (2 copies)

16. THE SPIRIT OF HOUSTON
    The First National Women's Conference
    An Official Report to the President, the Congress and the People of U.S.A.

17. THE WOMEN'S WORKBOOK
    Patti Schom-Moffat
    Cynthia Telfer
    1983, Between the Lines

18. WOMEN IN CANADA
    A Statistical Report
    Statistics Canada, 1985 (2 copies)

19. WOMEN IN CANADA
    Decision Marketing Research Limited
    1976

WOMEN IN THE LABOUR FORCE

1. ALBERTA PAY AND BENEFITS, 1985
   Alberta Treasury
   Bureau of Statistics

2. CHARACTERISTICS OF WOMEN IN THE LABOUR FORCE
   Selected Data
   Statistics Canada
   May, 1985

3. NATIONAL CONFERENCE: WOMEN AND WORK IN THE 80'S
   A Collection of Papers
   October, 1981
   The Canadian Federation of Business and Professional Women's Clubs

4. WOMEN AND THE CANADIAN LABOUR FORCE
   Naomi Hersom
   Dorothy E. Smith
   Social Sciences and Humanities Research Council of Canada

5. WOMEN AND THE LABOUR MARKET: AN ANALYTICAL FRAMEWORK
   Jac-Andre Boulet
   Laval Lavallee
   Economic Council of Canada
   December, 1981

6. WOMEN AND WORK: AN INVENTORY OF RESEARCH
   Canadian Research Institute for the Advancement of Women, 1978

7. WOMEN IN THE FEDERAL PUBLIC SERVICE OF CANADA. A DECADE OF CHANGE
   Public Service Commission of Canada
   1985 (2 copies)

8. WOMEN IN THE LABOUR FORCE
   Labour Canada

   No. 1 Participation (3 copies)
   No. 2 Earnings
   No. 3 Facts and Figures (3 copies)

9. WOMEN IN THE LABOUR FORCE WITH AN EMPHASIS ON THE CLERICAL AND SERVICE OCCUPATIONS
   Selected Bibliography
   Margaret McKay, 1982

10. WOMEN IN TRANSITION: THE SOCIAL AND ECONOMIC NEEDS OF WOMEN RETURNING TO THE LABOUR FORCE
    Lillian Zimmerman
    June, 1979

11. WOMEN RE-ENTERING THE LABOUR FORCE AND TRAINING PROGRAMS
    Evidence from Canada
    A Study Prepared by Daniel Bathby, 1986

RESOURCE CENTRE PERIODICALS

RENEWED PERIODICALS

BROADSIDE (NEW NEWSPAPER)
CHATELAINE
FEMINIST ACTION FEMINISTE AND ACTION BULLETIN
HARVARD BUSINESS REVIEW
HEALTHSHARING: A WOMAN'S HEALTH QUARTERLY
HARIZONS
Ms. MAGAZINE
NEWSMAGAZINE FOR ALBERTA WOMEN
RESOURCE NEWS: LEGAL RESOURCE CENTRE
SAVVY: THE MAGAZINE FOR EXECUTIVE WOMEN
WIN NEWS (WOMEN INTERNATIONAL NETWORK)
WORKING WOMAN

NOT RENEWED PERIODICALS (BUT KEPT IN THE FILE)

BUSINESS QUARTERLY
CANADIAN PUBLIC ADMINISTRATION
CANADIAN TRAINING METHODS
CANADIAN DATA SYSTEM
CANADIAN WOMEN'S STUDIES
CITY WOMAN
RESOURCES FOR FEMINIST ACTION
SIGNS
WOMEN'S EDUCATION DES FEMMES (CCLOW)

RESOURCE CENTRE NEWSLETTERS

RENEWED NEWSLETTERS

ABOUT WOMEN - MANITOBA WOMEN'S DIRECTORATE

ACCESS MAGAZINE: THE ALBERTA EDUCATIONAL CORPORATION

ALBERTA HUMAN RIGHTS JOURNAL - THE ALBERTA HUMAN RIGHTS COMMISSION

ALBERTA STATUS OF WOMEN ACTION COMMITTEE

AU COURANT - ECONOMIC COUNCIL OF CANADA

CANADIAN HUMAN RIGHTS ADVOCATE

CAREER DEVELOPMENT NEWS - ALBERTA MANPOWER

DIALOGUE - PUBLIC SERVICE COMMISSION OF CANADA

IMPACT - THE ALBERTA UNION OF PROVINCIAL EMPLOYEES

INITIATIVE - THE SELF-HELP NEWSLETTER HEALTH AND WELFARE CANADA
- THE COUNCIL ON SOCIAL DEVELOPMENT

LA GAZETTE DES FEMMES CONSEIL DU STATUT DE LA FEMME

MAGAZINE - ATHABASCA UNIVERSITY

NETWORK - EDMONTON WOMEN'S NETWORK

THE HUMAN RESOURCE

THE WOMEN'S PROGRAM NEWSLETTER - BRITISH COLUMBIA WOMEN'S PROGRAM

NOT RENEWED NEWSLETTERS (ISSUES ARE KEPT IN THE RESOURCE CENTRE)

ALBERTA WOMEN - ALBERTA WOMEN'S BUREAU (KEPT IN THE AGENCIE'S HOLDER ON SHELVES)

NEWSLETTERS: STATUS OF WOMEN NEWS: NATIONAL ACTION COMMITTEE ON THE STATUS OF WOMEN

WOMEN'S PROGRAMS: CENTRE PUBLIC SERVICE COMMISSION

CATALOGUES

1. A DIRECTORY OF CANADIAN WOMEN'S GROUPS
   Secretary of State
   Women's Program
   1984, Canada, Ottawa (Free)

2. ACCESS NETWORK
   Audio/Visual/Catalogue, 1986
   Media Resource Centre
   295 Mid Park Way S.E.
   Calgary, Alberta
   T2X 2A8

   (403) 256-1100 (Free)

   Edmonton 451-7229

3. ADVANCED SYSTEMS INC.
   Product Catalogue 1982
   Advanced Systems Incorporated
   The Total Training Resource
   2340 S. Arlington Heights Road
   Arlington Heights, Illinois
   60005

   (312) 981-4260

4. AID SERVICES OF EDMONTON, 1986
   Aid 1986, A Directory of Community Services for
   Edmonton and District
   203, 10711 - 107 Avenue
   Edmonton, Alberta
   T5H 0W6

   426-3242 ($15.00)

5. ALBERTA ADVANCED EDUCATION AND MANPOWER
   Inventory of Nation-Wide Free Occupational
   Resources Material, 1981
   The Career Resources Branch
   5th Floor, Devonian Building, East Tower
   11160 - Jasper Avenue
   Edmonton, Alberta
   T5K 0L1

   (403) 427-4735 (Free)

6. ALBERTA EDUCATION, 1982
Professional Resources Catalogue
4th Floor, West Wing
Devonian Building
11160 - Jasper Avenue
Edmonton, Alberta
T5K 0L2

427-7219 (Free)

7. ALBERTA PUBLIC AFFAIRS BUREAU
Provincial Film Library
Resource Catalogue, 1986
Alberta Parks and Recreation
8th Floor, Standard Life Centre
10405 - Jasper Avenue
Edmonton, Alberta
T5J 3N4

(403) 427-2725 (Free)

8. ALBERTA RECREATION AND PARKS
PROVINCIAL RECREATION AND SPORT SERVICES BRANCH
Blue Lake Centre
Recreation Leadership Programs, Summer, 1986
Standard Life Centre
10405 - Jasper Avenue
Edmonton, Alberta
T5J 3N4

Blue Lake Centre
P.O. Box 850
Hinton, Alberta
T0E 1B0

865-4741 (Free)

9. BUSINESS AND VOCATIONAL EDUCATION
GAGE PUBLISHING LIMITED
Catalogue, 1986
Toronto, Ontario
164 Commander Blvd. Agincourt
M1S 3C7

(416) 293-8141 (Free)

10. COMMON WOMAN BOOKS, 1983
8208 - 104 Street
Edmonton, Alberta
T6E 4E6

432-9344 $2.00

11. COPP CLARK PITMAN
Business Education 1986
495 Wellington Street West
Toronto, Ontario
M5V 1E9

(416) 593-9911

12. CORONET INSTRUCTIONAL MEDIS LTD.
Business, Health and Safety
Film and Video Catalogue
200 Steelcase Road East
Markham, Ontario
L3R 1G2

(416) 475-0557 (Free)

13. DELTAK'S CURRICULUM PLANNING GUIDE, 1986
Deltak's Complete Course Catalogue, 1986
1751 Diehl Road
Naperville, Illinois
60566

(312) 369-3000 (Free)

14. EDUCATIONAL MEDIA DIVISION, UNIVERSITY OF ALBERTA EXTENSION, 1986
Film for Business
Faculty of Extension
U. of A., Edmonton
T6G 2G4

Room 132, Corbett Hall
82 Avenue and 112 Street

432-5039

15. INTERNATIONAL TELE-FILM ENTERPRISES LTD.
    1. Film - Video - Multi-Media Resources Development College
    2. The Green Book, 1986
    Vancouver
    1200 West Peuder Street
    Suite 601
    Vancouver, B.C.
    V6E 2S9

    (604) 685-2616 (Free)

16. KINETIC, 1984
    781 Gerrard Street East
    Toronto, Ontario
    M4M 1Y5

    416-963-5979 (Free)

17. LEGAL RESOURCE CENTER
    Pamphlet List, 1986
    Trade Centre South
    10047 - 81 Avenue
    Edmonton, Alberta
    T6E 1W7

    432-5732 (Free)

18. MARLIN VIDEO/FILM TRAINING
    Human Resources Development
    Programs for Business, Industry and Government, 1985
    211 Watline Avenue
    Mississauga, Ontario
    L4Z 1P3

    (416) 890-1500 (Free)

19. NATIONAL FILM BOARD OF CANADA
    Catalogue, 1986 $3.00
    Beyond the Image (Free)
    Centennial Building
    10031 - 103 Avenue
    Edmonton, Alberta
    T5J 0G9

    420-3010/11

20. PUBLIC SERVICE COMMISSION OF CANADA
Filmography
Office of Equal Opportunities for Women, July, 1979

(There is a list of distributors attached to this handbook.)

(Free)

21. SECRETARY OF STATE, CANADA, 1984
Women's Resource Catalogue
Ottawa

1-819-994-3202 (Free)

22. SIMON AND SCHUSTER, COMMUNICATION
Training and Development Films and Video
Business/Industry/Government, 1985
108 Wilmot Road
Deerfield, Illinois
60015

(312) 940-1260
800-323-5343 (Free)

23. STATISTICS CANADA CATALOGUE, 1984
2nd Floor, Hys Center
11010 - 101 Street
Edmonton, Alberta
T5H 4C5

420-3027 ($5.00)

24. THE ONTARIO EDUCATIONAL COMMUNICATIONS AUTHORITY
Women's Studies
A Multi-Media Approach
OECA Central Order Desk
Box 200, Station P
Toronto, Ontario
M4T 2T1

416-484-2610/2613 (Free)

25. VISUAL EDUCATION CENTRE
    (a) Film and Tape Catalogue
    (b) Encyclopaedia Britannica
    (c) Health Programs, 1986

    75 Horner Avenue, Unit One
    Toronto, Ontario
    M8Z 4X5

    416-252-5907 (Free)

26. WOMEN'S EDUCATIONAL EQUITY ACT PUBLISHING CENTER
    Resources for Educational Equity
    1985 Catalogue
    U.S. Department of Education
    55 Chapel Street
    Newton, Massachusetts
    02160

    Toll Free: 800-225-3088

27. WOMEN'S PROGRAMS CENTRE
    Filmography: Topics of Interest to Women
    Public Service Commission of Canada, 1985
    Ottawa

    1-819-996-0661 (Free)

AGENCIES - RESOURCE CENTRE

ALBERTA ADVANCED EDUCATION AND MANPOWER
ALBERTA CONSUMER AND CORPORATE AFFAIRS
ALBERTA GOVERNMENT SERVICES
ALBERTA HUMAN RIGHTS COMMISSION
ALBERTA PERSONNEL ADMINISTRATION
ALBERTA STATUS OF WOMEN ACTION COMMITTEE
ALBERTA TREASURY
ALBERTA UNIONS
AGENCIES U.S.A.
ALBERTA WOMEN FOR CONSTITUTIONAL CHANGE
ALBERTA WOMEN'S SECRETARIAT
B.C. WOMEN'S PROGRAM (PROVINCIAL ADVISORY COUNCIL ON THE STATUS OF WOMEN - NEWFOUNDLAND, LABRADOR, YUKON, NEW BRUNSWICK)
CALGARY ASSOCIATION OF WOMEN AND THE LAW
CANADIAN ADVISORY COUNCIL
CANADIAN CONGRESS FOR LEARNING OPPORTUNITIES FOR WOMEN
CANADIAN GOVERNMENT
CANADIAN HUMAN RIGHTS COMMISSION
EMPLOYMENT AND IMMIGRATION CANADA
EQUAL OPPORTUNITIES COMMISSION
GOUVERNEMENT DU QUEBEC - CONSEIL DU STATUT DE LA FEMME
LAW REPORTS, BROCHURES
ONTARIO MINISTRY OF LABOUR: WOMEN'S BUREAU
SASKATCHEWAN LABOUR, WOMEN'S DIVISION
STUDENT LEGAL SERVICES OF EDMONTON

WOMEN'S PROGRAM SUBJECT FILE LISTING

1. ADDICTION WORK
2. AFFIRMATIVE ACTION - CANADA
3. AFFIRMATIVE ACTION -U.S.A.
4. AGE DISCRIMINATION
5. AGENCIES - WOMEN'S ALBERTA
6. AGENCIES - WOMEN'S INTERNATIONAL AND NATIONAL
7. AGENCIES - WOMEN'S ONTARIO
8. AGENCIES - WOMEN'S SASKATCHEWAN
9. AGENCIES - WOMEN'S U.S.A.
10. ALBERTA GOVERNMENT
11. ANDROGYNY
12. ASSERTIVENESS
13. ATTITUDES TOWARD WOMEN AS MANAGERS
14. ATTRIBUTES TO SUCCEED IN MANAGEMENT
15. CAREER COMMITMENT WOMEN
16. CAREER DEVELOPMENT
17. CAREER DEVELOPMENT LITTERATURE FOR TRAINERS
18. CAREER PLANNING
19. CHANGING WORKPLACE
20. CHILD CARE
21. COMMUNICATION
22. CONSULTANT - HIRING
23. CONSUMER AWARENESS
24. DECISION MAKING
25. DEMOTIONS
26. DISABLED CITIZENS
27. DISCRIMINATION
28. DUAL ROLES FOR WOMEN
29. EDUCATION
30. EMPLOYMENT BENEFITS
31. EMPLOYMENT TRAINING
32. EQUALITY IN THE WORKPLACE
33. EQUALITY IN THE WORKPLACE - U.S.A.

34. EQUAL PAY EQUAL WORK - CANADA
35. EQUAL PAY EQUAL WORK - U.S.A.
36. FAMILY
37. FEMINIST MOVEMENT/LITERATURE
38. FINANCES WOMEN
39. FLEXIBLE WORK SCHEDULES
40. GENDER DIFFERENCES
41. GENDER DIFFERENCES/TRAINING
42. HEALTH WOMEN
43. HUMAN RESOURCE PLANNING
44. HUMAN RIGHTS ALBERTA
45. INTERNATIONAL DECADE FOR WOMEN
46. INTERPERSONAL SKILLS
47. JOB ANALYSIS - U.S.A.
48. JOB EVALUATION
49. JOB GHETTO
50. JOB SATISFACTION
51. JOB SEARCH
52. JOB SHARING
53. LAW GENERAL
54. LOBBYING
55. MANAGEMENT - FINANCES
56. MANAGEMENT - GENERAL
57. MANAGEMENT - WOMEN
58. MATERNITY LEAVE
59. MENTORS
60. MID-LIFE CAREER CHANGE
61. MOTIVATION
62. NETWORKS - WOMEN
63. NON-SEXIST COMMUNICATION
64. NON-SEXIST OCCUPATIONAL TITLES
65. NON-DISCRIMINATORY PERSONNEL POLICIES
66. NON-TRADITIONAL OCCUPATIONS
67. OFFICE AUTOMATION
68. OFFICE WORKERS
69. OLDER WOMEN

70 ORGANIZATION CHANGE
71. ORGANIZATION POLITICS
72. PART-TIME WORK
73. PENSIONS
74. PERSONAL GROWTH
75. POLITICS WOMEN
76. POVERTY WOMEN
77. POWER
78. THE PHOENIX SEMINAR
79. PREPARING GIRLS/WOMEN FOR EMPLOYMENT
80. QUALITY OF WORKLIFE
81. RESUME
82. RETIREMENT
83. RETRAINING WORKERS
84. ROLE MODELS FEMALE
85. SAFETY ON THE JOB
86. SEX DISCRIMINATION - CANADA
87. SEX DISCRIMINATION - U.S.A.
88. SEXISM MEDIA
89. SEX ROLES
90. SEX ROLES FOR CHILDREN
91. SEX ROLES STEREOTYPING
92. SEXUAL HARASSMENT
93. SEXUAL OFFENCES
94. SOCIETY WOMEN
95. STRESS
96. TEMPORARY WORK SERVICES
97. TIME MANAGEMENT
98. TRAINING FACILITIES
99. TRAINING LITERATURE
100. TRAINING TOOLS
101. TWO CAREER FAMILY
102. UNEMPLOYMENT
103. UNIONS - WOMEN
104. UNPAID WORK - WOMEN
105. UPWARD MOBILITY - CANADA

106. VIOLENCE DIRECTED TO WOMEN
107. VIOLENCE - WOMEN'S GROUP AGAINST
108. VOCATIONAL SURVEYS
109. WOMEN - CAREER ASPIRATIONS/JOB SATISFACTION
110. WORKING RELATIONSHIPS
111. WORKING WOMEN - ALBERTA
112. WORKING WOMEN - ALBERTA PUBLIC SERVICE OF ALBERTA
113. WORKING WOMEN - BRITISH COLUMBIA
114. WORKING WOMEN - CANADA
115. WORKING WOMEN - CANADA PUBLIC SERVICE
116. WORKING WOMEN - INTERNATIONAL
117. WORKING WOMEN - PUBLIC SERVICE
118. WORKING WOMEN - U.S.A.
119. WORKPLACE OF THE 1980'S
120. WOMEN'S ISSUES